

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #483

POSITION	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
			EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
(1) ADMINISTRATIVE OFFICER IV (ADMINISTRATIVE OFFICER II) (SG-15)	BUSINESS CONCESSIONS OFFICE	ADOF4-949-2004	BACHELOR'S DEGREE RELEVANT TO THE JOB	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	12 October 2018

DUTIES & RESPONSIBILITIES:

** Supervises Staff Performances of Assigned Tasks related to Administrative Matters; * Facilitate Inventory of Supplies and Equipment; * Drafts Communication letters/Admin order/Notice order; * Submission of Performance Targets and Ratings; * Request letter from UP units, Student request, private company or is evaluated within 10mins upon receipt and forwarded to BCO Director; * Facilitates reviews of clearances prior to the approval of the Director; * Facilitates in the Authority to Fill of the office; * Inspection Reports on Canteens; * Performs other related functions as required by the BCO Director*

(1) ADMINISTRATIVE OFFICER III (RECORDS OFFICER II) (SG-14)	NATIONAL COLLEGE OF PUBLIC ADMINISTRATION & GOVERNANCE	ADOF3-858-2004	BACHELOR'S DEGREE RELEVANT TO THE JOB	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	12 October 2018
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DUTIES & RESPONSIBILITIES:

** Drafts and types/encodes letters, reports and other official correspondence pertinent to the Office of the Dean; * Reviews correspondence, papers and/or documents brought to the Dean's Office for signature and/or referral to appropriate unit, faculty members, administrative staff and/or referral to appropriate unit, faculty members, administrative staff members and other entities, matters for their study, comments or action, for their study, comments or action, for or in behalf of the Dean; * Follow-up results of referrals, progress on programs and activities for information of the Dean for more effective coordination and control of activities with respect to teaching, research, consultation or administrative work; Coordinates and prepares the schedule of activities of the Dean in his various capacities and assignments as Dean of the College, coordinator, chairman, director, and/or member of various national government departments and agencies, foreign foundation and institutions, as well as local government units and research and consulting projects; * Supervises the work of the Clerk assigned in the Dean's Office; * Attends to callers or visitors of the Dean; * Prepares the necessary reports on the Dean's official functions and activities for incorporation into the annual and other periodic reports of the College; * Participates in the review and preparation of the budget and annual report of the College; * Performs such other duties and related functions assigned from time to time*

Interested applicants must:

- a) Download and fully accomplish the New RSS Form revised 2018 at http://hrdo.upd.edu.ph/NEW_RSS_FORM_revised_15Aug2018.xlsx and send it to updhrdorecruitment@gmail.com.
- b) Submit on or before the set deadline to the Recruitment & Selection Section of UP HRDO located at the Mezzanine floor, Quezon Hall, UP Diliman the following documents:
 1. Letter of application (stating the position, college/unit and that you certify all the attached documents are true and correct);
 2. Fully accomplished PDS (http://hrdo.upd.edu.ph/PDS_2017a.xlsx) and Work Experience Sheet (http://hrdo.upd.edu.ph/PDS_2017_Work%20Experience%20Sheet.docx)
 3. Performance rating in the present position for one (1) year (if applicable);
 4. Photocopy of certificate of eligibility/rating/license;
 5. Photocopy of Transcript of Records;
 6. Photocopy of relevant training certificates; and
 7. Photocopy of employment certificates

AUGUSTUS C. RESURRECCION, Ph.D.

Deputy Director, HRDO

2 October 2018

NOTE: APPLICATION/S WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.