

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #486

POSITION	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
			EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
(1) ADMINISTRATIVE AIDE IV (STOREKEEPER I) (SG 4-1)	SYSTEM SUPPLY & PROPERTY MANAGEMENT OFFICE	ADA4-2683-2004	ELEMENTARY SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	MC NO. 10., S. 2013 CATEGORY III	12 October 2018

DUTIES & RESPONSIBILITIES:

** Issue and maintain stock card of UP System Storeroom and coordinate with DBM Procurement Service on the availability of stock based on the Annual Procurement Plan; * Deliver and process requisitions and purchase request including posting in PhilGEPs for procurement under Shopping and Small Value mode; * Prepare procurement documents such as Abstract of Quotations, Inspection Report, Property Acknowledgment Receipt and etc.; * Coordinate with the suppliers/ contractors concerning the 10% requirements of end-users.*

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.