

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #487

POSITION	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
			EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
(1) ADMINISTRATIVE AIDE IV (REPRODUCTION MACHINE OPERATOR II) (SG 4-1)	DEPARTMENT OF MILITARY SCIENCE AND TACTICS	ADA4-2811-2004	ELEMENTARY SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	MC NO. 10., S. 2013 CATEGORY III	12 October 2018

DUTIES & RESPONSIBILITIES:

** Reproduce and maintain University and Department Forms; * Prepare and reproduce vouchers for honorarium of part-time personnel assigned to the Department; * Perform messengerial jobs upon instructions; * Assist in procurement of office supplies and materials not available at SPMO; * Assist in the hauling of equipment during ROTC activities such as unit inspection, ROTC exercises, parades, etc.; * Perform other duties.*

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.