

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #492

POSITION	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS		EXTENSION OF DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	
(1) UNIVERSITY RESEARCHER IV (SG-22)	CENTER FOR POLICY AND EXECUTIVE DEVELOPMENT	UNIR4-20-1998	1) Ph.D. degree; or	Two (2) years of experience in formulating research designs and/or conducting research, or as a University Researcher I or II; or	17 October 2018
			2) MA or MS degree plus 24 units of advanced graduate work completed; or	Three (3) years of experience in formulating research designs and/or conducting research, or as a University Researcher I or II; or	
			3) MA or MS degree	Eight (8) years of experience in formulating research designs and/or conducting research, or as a University Researcher I or II	

DUTIES & RESPONSIBILITIES:

** Develops case studies and conducts management researches including organization and management studies for specific national and local agencies and government corporations to improve organizational structures, methods/procedures and management operations; * Designs, conducts and evaluates training programs and other lifelong learning activities; * Provides extension/consultancy services in capacity-building, public policy and management and for good governance; * Prepare brochures, abstracts, annual/performance reports and profile/primer of social services sector*

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

3 October 2018

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