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University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #494

POSITION	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS		DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	
(1) UNIVERSITY RESEARCH ASSOCIATE I (SG-12)	COLLEGE OF SCIENCE LIBRARY	UNIRA1-240-1998	AB or BS degree relevant to the nature of the work in the position	None required	19 October 2018

DUTIES & RESPONSIBILITIES:

** R & D - Conducts research impact metrics for college publications, Involves in data services and support, Assists in creating major proposals for the library, Assists in formulating & designing modules/surveys to enhance library services; * Automation - Coordinates the automation program of the library, Conducts training programs pertaining to automation, Maintains library databases (ABCD, MS Access for eBooks), Converts records from one format to another, Cleans virus—infected computers; * Readers Services, Operates the reserve/circulation lending system, Records/compiles/consolidates statistics relating to library operations, Operates inter - library loan system*

Interested applicants must:

- a) Download and fully accomplish the New RSS Form revised 2018 at <http://hrdo.upd.edu.ph/NEWRSSFORMrevised2018.xlsx> and send it to updhredrecruitment@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 training certificates; and
 7. Photocopy of employment certificates

AUGUSTUS C. RESURRECCION, Ph.D.

Deputy Director, HRDO

9 October 2018

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