

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #481

POSITION	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS		EXTENSION OF DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	
(1) UNIVERSITY EXTENSION SPECIALIST I (SG-16)	OFFICE OF THE CHANCELLOR	UEXSP1-40-1998	1) MA or MS degree; or 2) AB or BS degree plus 18 units of graduate work completed; or 3) AB or BS degree	1) None required; or 2) Two (2) years of experience in mid-level training activities, or as University Extension Associate I or II; or 3) Five (5) years of experience in mid-level training activities, or as University Extension Associate I or II	11 October 2018

DUTIES & RESPONSIBILITIES:

** Handles the processing of all MOAs/MOUs, contracts and other related documents for the Chancellor's final action, including monitoring the flow of work and coordinating with units/proponents; * Handles the purchasing of office supplies and equipment including monitoring of stocks, preparing vouchers and other accounting documents; * Does other tasks that the Executive Assistant and the Chancellor may assign from time to time such as drafting/finalizing correspondences, memoranda, administrative orders and others*

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

ANGELA D. ESCOTO, Ph.D.

Director, HRDO

27 September 2018

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