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University of the Philippines  
Diliman, Quezon City

**BULLETIN OF VACANT POSITIONS # 03**

POSITION	COLLEGE/UNIT	STATUS	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
<b>(1) SENIOR PERSONNEL SPECIALIST (SG-19)</b>	PLANNING AND RESEARCH SECTION, HUMAN RESOURCES DEVELOPMENT OFFICE (HRDO)	Permanent SRPS-2-1998/289(1994)	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Career Service Professional	<b>2 February 2013</b>
<p><i>- The Senior Personnel Specialist, SG 19 will be assigned at the Planning and Research section to assist in all the personnel concerns of the UP System;</i>  <i>- To assist the OVPA in the HR management &amp; HR Information System component of the eUP; and</i>  <i>- To assist the OVPA in Human Resource/Union management issues</i></p>							
<b>(1) ADMINISTRATIVE OFFICER V (SG-18)</b>	ADMINISTRATIVE SECTION, HUMAN RESOURCES DEVELOPMENT OFFICE (HRDO)	Permanent ADOF5-1022-2004 / 292-2 (1994)	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Career Service Professional	<b>2 February 2013</b>
<p><i>- Assists the Director in supervising administrative service functions;</i>  <i>- Supervises and participates in the performance of functions related to personnel and records administration, accounting, collection and disbursement, budgeting and control, property and supply management, public relations and information and communications management;</i>  <i>- Assists the Director in implementing University policies, procedural directives, rules and regulations and in the preparation of budget proposals and annual reports;</i>  <i>- Prepares communications for the signature of the Director;</i>  <i>- Keeps confidential files and coordinates/liaises with other units of the University, government and private agencies concerned, and other international organizations; and</i>  <i>- Studies existing administrative policies and procedures for revisions/improvements and participates in administrative consultations and conferences.</i></p>							

Interested applicants may apply at the Human Resources Development Office, located at the Mezzanine floor, Quezon Hall, UP Diliman with the following:

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| Letter of application   | Comprehensive resume with (1) 2x2 recent picture |
| Transcript of records (impt: certified copy needed)                 | Certificate/s of previous employment/s           |
| Certificate of eligibility  |  |
| Certificates of trainings attended (at the most, taken 5 years ago) |  |

APPROVED FOR POSTING:

ROSALINDA J. TINGCO  
Chief, HRRD, HRDO

For inquiries, call HRDO Recruitment Section :  
Check out other job vacancies at <http://www.hrdo.upd.edu.ph>

23 January 2013