



Administrative Aide IV (Buyer I)

SG 4-1 Law Complex

ITEM NO. ADA4-2781-2004

20 November 2020

DEADLINE OF SUBMISSIONS

MINIMUM QUALIFICATIONS

EDUCATION

Completion of two (2) year studies in college

EXPERIENCE

No Experience Required

TRAINING

No Training Required

ELIGIBILITY

Career Service Sub-Professional/First Level Eligibility

DUTIES AND RESPONSIBILITIES

- *Canvass thru phone, email and internet goods/ services as requested by different offices of the Law Complex*
- *Establish, maintain, and promote business relationship with the suppliers/ contractors for the negotiation of prices/charges and terms that most advantageous to the Law Complex*
- *Purchase urgent and emergency supplies/equipment*
- *Prepare requisition and other pertinent documents in connection with the acquisition and payment of goods/ services*
- *Coordinate with the concerned suppliers regarding delivery of goods/services*
- *Follow-up Purchase Order (PO) of goods / services for the delivery of the same*

APPLICATION INSTRUCTIONS

Interested applicants must submit on or before the set deadline the following documents to hrdorecruitment.upd@up.edu.ph.

- Fully accomplished [RSS Form](#)
- Letter of application (indicate the position title, item number, college/unit, and certifying that all attached documents are true and correct)
- Fully accomplished [Personal Data Sheet](#) (CS Form No. 212 Revised 2017) with signature and recent photo taken within the last six (6) months
- Fully accomplished [Work Experience Sheet](#) with signature
- Performance Rating (a. For applicants employed in the government service, last and previous ratings are required for appointment by promotion or transfer; b. For applicants working in private companies and/or classified as Job Orders/Contract of Service submission of two (2) rating periods is encouraged)
- Photocopy of Certificate of Eligibility/board rating/valid license
- Photocopy of School Credentials (a. TOR & Diploma for positions requiring Graduate Studies, Bachelor's degree or 2-year studies in College/Vocational/Trade Course; b. High School/Elementary School Diploma or Certificate from DepEd, etc. for positions requiring completed basic education)
- Photocopy of relevant Training/Seminar Certificates; and
- Photocopy of previous and current Employment Certificates with duties & responsibilities, if applicable

Please take note of the following:

- Applicants must submit a separate set of application if applying for more than one job vacancy.
- All documents submitted shall be considered as property of UPD-HRRD Office and has the prerogative to make any actions that are deemed appropriate.
- Application with **incomplete documents shall not be considered** in the list of qualified applicants.
- **Late submission shall not be accepted and entertained.**
- Only documents received on or before the deadline shall be **used as basis for evaluation.**
- **In view of the pandemic, all applicants are required to merge all their application documents in a single file and send it in PDF format.**

For complete details on how the application process is performed, please visit the [Job Application Process](#) page.

AUGUSTUS C. RESURRECCION, Ph.D.

Director, HRDO

10 November 2020