BULLETIN OF VACANT POSITIONS NO. 202011-14-1

Administrative Assistant II

SG 8-1 **Law Complex**
ITEM NO. ADAS2-2041-2004

20 November 2020
DEADLINE OF SUBMISSIONS

MINIMUM QUALIFICATIONS

EDUCATION	**EXPERIENCE**
Completion of two (2) year studies in college	with 1 year of relevant experience

TRAINING	**ELIGIBILITY**
4 hours of relevant training	Career Service Sub-Professional/First Level Eligibility

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DUTIES AND RESPONSIBILITIES

- *Layout the quarterly publication of the National Administrative Register; the weekly bulletin and other publications of ONAR; Insert corrections on the final manuscript*
- *Encode rules and regulations filed by government agencies*
- *Receive issuances, assign an ONAR number to it, segregate, and file in appropriate folders/ cabinets*
- *Answer inquiries through email, the ONAR Facebook page and respond to calls regarding filing of rules and regulations and other office matters*
- *Update ONAR Facebook page and ONAR issuances at the UP Law website and the upcoming ONAR internet database*
- *To input in database all rules filed by government offices*

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 Shee**t 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 woking kin private 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