



University Research Associate II

SG 14-1 Law Complex

ITEM NO. UNIRA2-201-1998

MINIMUM QUALIFICATIONS

EDUCATION

1) AB or BS Degree relevant to the nature of the work in the position plus eighteen (18) units of Graduate Work Completed*

OR

2) AB or BS Degree relevant to the nature of the work in the position plus six (6) units of graduate work Completed*

OR

3) AB or BS Degree relevant to the nature of the work in the position*

EXPERIENCE

with no experience required

with two (2) years of experience in mid-Level research operations, or as University Research Associate I

with three (3) years of experience in mid-level research operations, or as university research associate i

TRAINING

no training required

ELIGIBILITY

no eligibility required**

DUTIES AND RESPONSIBILITIES

- *Act as coordinator/moderator during seminars*
- *Research on laws and jurisprudence and other current issues as needed by the Director and other superiors*
- *Perform other duties as may be assigned by the Director and other superiors*

*Either the Bachelor's degree or the graduate work required should be relevant to the nature of the work in the position

**Per Subido-Romulo Agreement dated September 5, 1963

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.

