



## Administrative Assistant II

### SG 8-1 Law Complex

ITEM NO. ADAS2-2366-2004

**01 March 2021**  
DEADLINE OF SUBMISSIONS

#### MINIMUM QUALIFICATIONS

##### EDUCATION

Completion of two (2) year studies in college

##### EXPERIENCE

with 1 year of relevant experience

##### TRAINING

4 hours of relevant training

##### ELIGIBILITY

Career Service Sub-Professional/First Level Eligibility

#### DUTIES AND RESPONSIBILITIES

- Handle inquiries and requests of faculty members, students and various stakeholders of the Office of the Dean
- Provide support in the preparation of letters/memo/administrative orders and other correspondence
- Manage the faculty records and personnel files including Certificates of Service and other faculty related documents
- Assist in the delivery of events at the College of Law such as recognition rites; full faculty meetings; trainings, fora and other events
- Provide support to the Administrative Officer in managing the day to day operations of the Office of the Dean
- Assist in handling the Student Evaluation of Teaching for faculty members and the Dean
- Perform other tasks that may be assigned by the Dean

#### APPLICATION INSTRUCTIONS

**Interested applicants must submit on or before the set deadline the following documents to [hrdorecruitment.upd@up.edu.ph](mailto:hrdorecruitment.upd@up.edu.ph).**

- Fully accomplished [RSS Form](#) (in spreadsheet file format only)
- 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 (except RSS Form) 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

17 February 2021