



University Research Associate II

SG 14-1 Law Complex

ITEM NO. UNIRA2-201-1998

20 July 2021

DEADLINE OF SUBMISSIONS

MINIMUM QUALIFICATIONS

EDUCATION

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

OR

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

OR

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](#) (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](#) (PDS) (CS Form No. 212 Revised 2017) with signature and recent photo taken within the last six (6) months. **To help you accomplish the PDS, please read and understand the [GUIDE TO FILLING OUT THE PERSONAL DATA SHEET](#). Any misrepresentation made in the PDS and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned**
- 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.

