



BULLETIN OF VACANT POSITIONS NO. 202502-8-1

Administrative Assistant II

24 February 2025
DEADLINE OF SUBMISSIONS

SG 8-1 ASIAN CENTER

ITEM NO. UPSB-ADAS2-2075-2004

DUTIES AND RESPONSIBILITIES

- Assist in the development of and cascading of new and existing administrative and University policies and procedures within the unit
- Review and submit relevant documents related to curriculum development
- Manage information dissemination within the unit
- Coordinate and prepare communication with other units within the university, UP System, government or private agencies, and other national or international organizations
- Manage the Unit's Document Routing System
- Manage incoming and outgoing communications
- Manage, archive, digitize records and communication of the Office of the Dean
- Manage calendar and assist in arranging meetings, orientations, seminars, workshops, and training
- Prepare/draft minutes of meetings, reports, and institutional reports (annual, etc)
- Process special requests, appeals, memoranda, correspondence, endorsements, recommendations, etc
- Manage and facilitate partnerships with other institutions and prepare relevant documentations
- Facilitate the preparation, monitoring, and coordination of meetings, special projects, events and other activities of the Office of Dean
- Prepare supporting documents e.g. Line-Item Budgets) for project proposals for unit events and activities

MINIMUM QUALIFICATIONS

EDUCATION

Completion of two years studies in college or High School graduate with relevant vocational trade/course

EXPERIENCE

with one year of relevant experience

ADDITIONAL DETAILS

Competency:

Core (Intermediate) Exemplifying Integrity and Professionalism; Delivering Service Excellence; Demonstrating Personal Effectiveness; Teamwork and Collaboration

TRAINING

Four hours of relevant training

ELIGIBILITY

Relevant MC 11 s. 1996/Career Service (Sub-Professional)/First Level Eligibility



APPLICATION INSTRUCTIONS

Interested applicants must submit on or before the set deadline the following to: hrdorecruitment.upd@up.edu.ph. For easy tracking, please specify the bulletin number and item number in the email subject line.

format: Subject: BOVP-2024XX-XX-X; Item No. UPSB-XXXX-XXXX-XXXX

01. Fully accomplished **RSS Form** (in spreadsheet file format only)

filename format: RSS FORM-Last Name, First Name, Middle Initial.xlsx

02. **Application Documents** merged into a single PDF file (*tools for merging documents are available in the internet, please feel free to search and use merging tool suitable for you*)

filename format: Application-Last Name, First Name, Middle Initial.pdf

Application Documents

- 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, the latest rating is required for appointment by promotion or transfer (**July - December 2024**); b. For applicants working in private companies and/or classified as Job Orders/Contract of Service, submit your latest performance rating)
- E-copy of **General Weighted Average (GWA)** (for recent graduates with a bachelor's degree or its equivalent)
- E-copy of Certificate of Eligibility/board rating/valid license
- E-copy 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)
- E-copy of relevant Training/Seminar Certificates; and
- E-copy of previous and current Employment Certificates, Contracts, Appointments, Office Orders, or Service Records

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**.

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

As an advocate of the Equal Employment Opportunity Principle (EEO), the UP Diliman Human Resource Development Office encourages and welcomes all applicants regardless of age, school, gender, civil status, disability, religion, ethnicity (indigenous people), social status, income, class, filiation, political affiliation or other similar factors/personal circumstances particularly in the Recruitment, Selection and Placement (RSP).

ARTHUR A. GONZALES III

Director, HRDO

07 February 2025