

Urgent hiring for 1 permanent staff position at UPFI

The UP Film Institute (UPFI) is currently seeking applicants for the:

Administrative Aide III (Utility Worker II), SG-3 position

Qualification Standards:

Education: Must be able to read and write

Experience: None required

Training: None required

Eligibility: MC No. 10, S. 2013- Category III

Terms of Reference:

1. Assists the staff in the filing of office records and documents.
2. Provides administrative assistance during events, i.e. conferences, meetings and workshops.
3. Performs messengerial work within the unit (UPFI Film Center and Media Center buildings).
4. Photocopies and transmits documents as needed by the staff and Faculty members.
5. Maintains the cleanliness of the administrative office at the UPFI Film Center Bldg.

Interested applicants should:

1. Download and fully accomplish the New RSS Form revised 2018 at <http://hrdo.upd.edu.ph/NEWRSSFORMrevised2018.xlsx> and send it to updhrdorecruitment@gmail.com .
2. Submit on or before **May 21, 2018** at the Recruitment & Selection Section of UP HRDO located at the Mezzanine floor, Quezon Hall, UP Diliman the following documents:
 - a. Letter of application (stating the position, college/unit and that you certify all the attached documents are true and correct);
 - b. Fully accomplished Personal Data Sheet (PDS)
 - c. Performance rating in the present position for one (1) year (if applicable);

- d. Photocopy of certificate of eligibility/rating/license;
- e. Photocopy of Transcript of Records;
- f. Photocopy of training certificates

3. For further information, please click on the UP HRDO link below:

http://hrdo.upd.edu.ph/job%20openings/MAY_2018_BOVP_268.pdf