

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines System
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS NO. 2021-42

POSITION	UNIT/OFFICE	ITEM NUMBER	MINIMUM QUALIFICATIONS		DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	
One (1) University Researcher IV SG-22	Center for Integrative and Development Studies, University of the Philippines System	UNIR4-19-1998	1. Ph.D. degree; or 2. MA or MS degree plus 24 units of advanced graduate work completed; or 3. MA or MS degree	1. 2 years of experience in formulating research designs and/or conducting research, or as University Researcher I or II; or 2. 3 years of experience in formulating research designs and/or conducting research, or as University Researcher I or II; or 3. 8 years of experience in formulating research designs and/or conducting research, or as University Researcher I or II; or	30 August 2021
Duties and Responsibilities: 25% - Pursue policy research and publish in line with the mandate and vision of the UP CIDS 25% - Assist the UP CIDS Executive Director in the conceptualization, implementation and management of UP CIDS program research and publications projects 5% - Supervise the research undertaking of University Research Associate I 25% - Supervision of the UP CIDS Publications Unit undertakings which include the following: a. UP CIDS peer-reviewed publications, e.g. Philippine Journal of Public Policy and book projects for international and local publication; b. UP CIDS non-peer review publications, e.g. policy briefs, discussion papers, monographs and conference proceedings 10% - Provide assistance for UP CIDS administrative tasks 5% - Oversee UP CIDS website substantive content and social media dissemination 5% - <u>Perform other tasks which may be assigned by the UP CIDS Executive Director</u>					

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and submit through email at hrdo.upsystem@up.edu.ph:

Required Documents:

1. Letter of application addressed to Prof. Ariel S. Betan
2. CS Form No. 212 Revised 2017: Personal Data Sheet (PDS) and Work Experience Sheet
3. Photocopy of Scholastic Record/Academic Record such as diploma **and** transcript of records (TOR)
4. Original copies or certified true copies of Certificates of Employment, Contracts, Appointments or Service Record

Supplemental Documents (if any):

5. Photocopy of Training Certificates or Learning and Development Interventions
6. Photocopy of certificate of eligibility/rating/license

7. Performance Ratings or Certificate of Performance for the last two (2) rating periods (i.e. January to June 2021 and July to December 2020) with at least Very Satisfactory ratings or its equivalent
8. Certificate/s of Awards/Citation/Commendation

Note:

1) Applicants with incomplete Required Documents shall not be considered to be included in the list of qualified candidates.

2) Submission of Supplemental Documents is encouraged.

3) Late submission shall not be accepted.

4) Submission should only be made through email (hrdo.upsystem@up.edu.ph). Walk-in applicants will not be entertained as of this time to secure the health and safety of the applicants and the employees.



ARIEL S. BETAN

Acting Director, UP System HRDO
20 August 2021