BULLETIN OF VACANT POSITIONS NO. 2021-35

<table>
<thead>
<tr>
<th>POSITION</th>
<th>UNIT/OFFICE</th>
<th>ITEM NUMBER</th>
<th>MINIMUM QUALIFICATIONS</th>
<th>DEADLINE OF APPLICATION</th>
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<tr>
<td>One (1) Senior Administrative Assistant II</td>
<td>Center for Integrative and Development Studies, University of the Philippines System</td>
<td>SADAS2-109-2004</td>
<td>Completion of two-year studies in college or High School Graduate with relevant vocational/trade course</td>
<td>30 August 2021</td>
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<td>3 years of relevant experience</td>
<td>16 hours of relevant training</td>
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<td>Career Service (Sub-professional/First Level Eligibility)</td>
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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
5. Photocopy of Training Certificates or Learning and Development Interventions
6. Photocopy of certificate of eligibility/rating/license

**Supplemental Documents (if any):**
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 Supplemenal 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
and AVP for Administration
20 August 2021