



UNIVERSITY OF THE PHILIPPINES MANILA
HUMAN RESOURCE DEVELOPMENT OFFICE

JOIN OUR TEAM

we are looking for a candidate to fill up the position of:

JUNIOR RESEARCH ASSISTANT

to be assigned in the
Human Resource Development Office

- Contract of Service position
- Monthly rate w/ 20% premium:

₱ 25,737.60

MINIMUM QUALIFICATIONS:

- **Education:** Completion of two years' studies in College
- **Experience:** 1 year of relevant experience
- **Training:** 4 hours of relevant training

JOB DESCRIPTION:

1. Assist in the preparation of HRDO's research proposal and final write-ups;
2. Conduct literature reviews related to the office's ongoing and future research projects;
3. Prepare research instruments and informed consent forms;
4. Collect data through surveys questionnaires, focus group discussions, and interviews;
5. Transcribe recordings from the focus group discussions and interviews as part of data collection and analysis;
6. Coordinate logistics for the research projects and assist in maintaining research and training databases;
7. Prepare reports, progress updates, and presentation materials related to HRDO's research and training programs;
8. Prepare HRDO Newsletter and manage HRDO FB page for L&D announcements;
9. Assist in gathering evidence requirements for PRIME-HRM accreditation of the HRDO in the conduct of training programs/caravans;
10. Perform other tasks that may be assigned by the HRDO Director.

REQUIREMENTS:

- Letter of Application
- Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
- Work Experience Sheet;
- Performance rating in the last rating period;
- Photocopy of certificate of employment and training;
- Photocopy of certificate of eligibility/rating/license (if any); and
- Photocopy of Transcript of Records and Diploma



**SCAN FOR
APPLICATION FORM**

**ONLY COMPLETE DOCUMENTS
WILL BE ENTERTAINED.**

QUALIFIED APPLICANTS should address their Letter of Application to:

MA. JANELLE D. GABION
Administrative Officer IV, HRDO,
8th Flr. PGH Building, Taft Avenue, Manila

DEADLINE OF APPLICATION:
JUNE 27, 2025

The **UNIVERSITY OF THE PHILIPPINES MANILA** upholds **Equal Employment Opportunity Principle**: *"that there shall be no discrimination in the selection of employees on account of age, school, gender, civil status, disability, ethnicity, social status, income class, political affiliation or other similar factors/personal circumstances which run counter to the principles of merit, fitness for the job, and equal opportunity."*