



SENIOR OFFICE ASSISTANT

Office of the Vice Chancellor for Research –
Research Grants Administration Office

SG 11 ₱ 36, 028.80 monthly

29 June 2025
DEADLINE OF SUBMISSION

MINIMUM QUALIFICATIONS

EDUCATION Bachelor's degree relevant to the job;

EXPERIENCE Preferably with experience working as a Research Assistant, Administrative Officer, or Project Development Officer on DOST-funded projects.

DUTIES AND RESPONSIBILITIES

Pre-audit and process research projects' Disbursement Vouchers for funded researchers and other associated duties and responsibilities that will enhance the quality assurance process.

APPLICATION DOCUMENTS

- 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 hrdo.upm.edu.ph;
- Fully accomplished **Work Experience Sheet (WES)** with signature;
- Performance rating in the last rating period (if applicable);
- Photocopy of certificate of employment and training (if any);
- Photocopy of certificates of eligibility/rating/license (if any);
- Photocopy of Transcript of Records and Diploma.

QUALIFIED APPLICANTS should address their Letter of Application to: **MA. JANELLE D. GABION**, Administrative Officer IV, HRDO, 8th Flr. PGH Building, Taft Avenue, Manila



Scan for **Online Application Form**; Or you may also apply thru **walk in** at the HRDO Office, 8th floor, PGH Central Block Building, Taft Avenue, Manila.

ONLY COMPLETE DOCUMENTS WILL BE ENTERTAINED.