



# ADMINISTRATIVE ASSISTANT II (CLERK IV)

**7 August 2025**  
DEADLINE OF SUBMISSION

## College of Medicine

PLANTILLA ITEM NO. UPSB-ADAS2-2250-2004  
SG 8 ₱21,448.00 monthly

### MINIMUM QUALIFICATIONS

**EDUCATION:** Completion of two years studies in college (prior to 2018), OR  
Completion of Grade 12/Senior High School (starting 2016)\*

\*In light of the SHS Modeling Program which was implemented as early as School Year 2014-2015

**EXPERIENCE:** One (1) year relevant experience;

**TRAINING:** Four (4) hours of relevant training;

**ELIGIBILITY:** Career Service (Subprofessional) First Level Eligibility

**COMPETENCIES: Core (Level 2)** Exemplifying Integrity, Delivering Service Excellence, Problem Solving and Decision-making; **Technical (Level 2)** - Attention to Detail, Computer Literacy, Writing and Speaking Effectively, Interpersonal Skills, Service Delivery, Data/Records Management, Generating Reports and Documentation, Meeting Support Administration.

### DUTIES AND RESPONSIBILITIES

Prepare requirements for faculty appointments, promotions, renewals, professorial chairs, and grants, and other related documentation. Collect, collate, and encode faculty teaching assignments per learning unit and other related loading activities of faculty members. Assists in the preparation of grades in every activity for LU students. Encode a summary of teaching evaluation for each faculty as well as course evaluation that will be submitted to the college. Assist in the preparation of the annual report, letter requests, application for leave, and other faculty requests. Performs other related functions that may be assigned from time to time. Preparation of PPMP and requisition of supplies. Preparation of incoming and outgoing communications and/or documents to and from the college and/or university. Consolidation of Contract of Service (COS) and preparation of Consolidated Report of Attendance of Faculty in the Department of Surgery.

### 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](http://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;
- Photocopy of certificates of eligibility/rating/license;
- Photocopy of Transcript of Records and Diploma;
- Cover letter identifying and summarizing all public service activities and impact of the activity (if any), and;
- Certificate issued by the organizing institution/office/group (e.g. certificate of participation). (if any)

**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.**