



JUNIOR OFFICE ASSISTANT

18 September 2025
DEADLINE OF SUBMISSION

**Research Grants Administration Office,
Detailed in the Supply and Property Management Office.**

Contract of Service

SG 10 ₱ 30,703.20 monthly

MINIMUM QUALIFICATIONS

EDUCATION Completion of two years in College;
EXPERIENCE 2 years of relevant experience.

DUTIES AND RESPONSIBILITIES

Coordination and Communication: Liaise with project teams, RGAO, FAMU, and other relevant units for insurance-related requirements, Coordinate with insurance providers or brokers for policy clarifications, endorsements, or claims, Monitoring and Compliance: Monitor the insurance status and validity periods of research-related equipment, Ensure timely renewal or notification for expiring coverage, Support internal audits and spot checks related to equipment insurance documentation, Documentation and Reporting: Consolidate insurance policies and related supporting documents. Maintain organized records of insured research equipment (both digital and physical), Prepare periodic insurance reports or summaries for submission to concerned offices, Property Management: Assists in encoding data/entries in the GAMIT Systems Application, Assists in preparing property card, renewal of PAR/ICS including transfer of property accountability, Regularly updates the Masterlist of PPE particularly newly acquired items/equipment of various Research Projects, Prepares the list of PPE for insurance including items/equipment for renewal of insurance coverage, Takes charge in handling documents required for disposal of unserviceable materials and waste materials, Maintains a systematic filing/records keeping of all documents, ISO Quality assurance and compliance: Other associated duties and responsibilities that will enhance the quality assurance process as designated by the Head of the Research Grants Administration Office

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.