



# ADMINISTRATIVE ASSISTANT V (PRIVATE SECRETARY I)

**18 October 2025**  
**DEADLINE OF SUBMISSION**

**Office of the Vice Chancellor for Academic Affairs**

**PLANTILLA ITEM NO. UPSB-ADAS5-713-2004**

**SG 11 ₱30,024 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:** None required;

**TRAINING:** None required;

**ELIGIBILITY:** None required;

**COMPETENCIES:** **Core (Level 2)** Exemplifying Integrity, Delivering Service Excellence, Problem Solving and Decision-making; **Leadership (Level 2)** Building Collaborative and Building Capabilities **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

Provide support to the committees chaired/supervised by VCAA (APFC, Commencement Rite Committees, Scholars' Convocation Committee, etc.), such as preparing and sending notices of meeting and agenda. Provide secretarial support to the committees chaired/supervised by VCAA (APFC, Commencement Rite Committees, Scholars' Convocation Committee, etc.), such as preparing minutes/discussion notes of meetings/screening documents about faculty appointments (e.g., letters, appointment papers, etc.) for form, accuracy, and correctness for the VAA's recommendation. Find/Provide relevant facts/information/rules/guidelines on faculty appointments. Act as SET focal person at OVCAA tasked to generate SET reports of UPM Colleges and disseminate them to the concerned officers (deans, college secretaries, and SER Point Persons) and act upon SET-related requests/concerns. Monitor the collection and consolidation of data on academic matters/concerns, and ensure its timely submission to the requesting body. Screen and disseminate memoranda, announcements, and important emails to the concerned colleges/units. Handle other tasks that may be assigned from time to time (replying to inquiries received via email, Viber, and sms. Providing technical support to colleagues in the OVCAA; Storage/retrieval of important office documents). Coordinate with the other OVCAA staff about matters on the preparation of the documents and records for the QMS Audit. Coordinate appropriate protocols or actions during and after emergency/drill scenarios (occurring during working hours) among colleagues in the 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](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.**