



SENIOR RESEARCH ASSOCIATE ⁽¹⁾

13 October 2025
DEADLINE OF SUBMISSION

Information, Publication, and Public Affairs Office

Contract of Service

SG 14 ₱ 44, 428.80 monthly

MINIMUM QUALIFICATIONS

EDUCATION Bachelor's degree relevant to the job;

EXPERIENCE One (1) year of relevant experience;

TRAINING Four (4) hours relevant training.

DUTIES AND RESPONSIBILITIES

Writing features and short write-ups in relation to UP Manila culture, community affairs, and human interest stories as planned in the content calendar of the social media team. Assisting the University Research Associate II in managing the UP Manila social media pages, such as Facebook, X, Instagram, and TikTok, through social media posting and captioning of relevant content for information dissemination and promotion of UP Manila's core values. Sharing social media content of UP Manila offices and units as requested and based on timeliness and relevance to the university. Assisting the University Research Associate in producing a monthly content plan that showcases timely and relevant ideas to effectively promote UP Manila's core values, mandates, and culture. Performing other related tasks as assigned by the University Research Associate and IPPAO Director.

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.