



# SENIOR RESEARCH ASSOCIATE <sup>(2)</sup>

**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

Creating social media cards to be used in promoting and informing the general public of UP Manila's community affairs (announcements, advisories, publications, etc.) and culture (features, human interests, etc.) as planned in the content calendar of the social media team. Gathering and collating video collaterals from UP Manila events and activities to be used in creating moving content to be posted on Facebook, X, Instagram, and TikTok. Post-processing and editing video collaterals for Facebook, X, Instagram, and TikTok, moving content uploads. Assisting the IPPAO Director in producing a monthly content plan for UP Manila's core values, mandates, and culture. Performing other related tasks as assigned by the 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](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 (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.**