



SENIOR RESEARCH ASSOCIATE

18 October 2025
DEADLINE OF SUBMISSION

Office of the Vice Chancellor for Research and Extension

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

Provides technical and administrative assistance to facilitate the publication of research outputs by UP Manila faculty and students. Conducts follow-ups and ensures timely submission of outputs and requirements from researchers needing publication assistance. Provides secretariat support and facilitation of meetings of the committee. Manage and update the organization's official social media accounts to promote programs, activities, activities, and announcements. Create and post engaging content, and respond to online inquiries in a timely and professional manner. Carries out duties and responsibilities as required by the Chair of the committee.

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.