

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines System  
Diliman, Quezon City

**BULLETIN OF VACANT POSITIONS NO. 2022-15**

POSITION	UNIT/OFFICE	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
<b>One (1) Administrative Officer II SG-11</b>	Philippine Genome Center	UPSB-ADOF2-5-2021	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	07 July 2022
<p>S/he will monitor, track, prepare billing statements, and report all revenues generated from client services of the core facilities. S/he is expected to report on collections &amp; receivables, and to monitor &amp; prepare budget &amp; expense reports of the core facilities of the entire Center</p> <p><u>Administrative Support to Admin and Core Facilities:</u>                      a. Prepare pertinent documents of core facilities' procurement and reimbursement transactions, progress reports;                      b. Ensure proper monitoring and records-keeping of the core facilities' documents by logging/scanning and endorsing to superior/appropriate contacts;                      c. Arrange logistics and take minutes of program meetings, and also serves as secretariat if any;                      d. Monitor/maintain core facilities' (including its research projects) budget and track expenditures;                      e. Coordinate with UP System Offices for pertinent documents or research reports;                      f. Help build positive relations within the team and external parties.</p> <p><u>Internal Financial Monitoring Duties:</u>                      g. Maintain internal monitoring of PGC internal operating budget – track budget vs expenses;                      h. Maintain internal monitoring of PGC's revenue streams from research admin costs, client servicing, publication rewards, and other technical services;                      i. Prepare quarterly and bi-annual/ annual reports of PGC's IOB expenditures &amp; revenues                      j. Monitor receivables (unpaid accounts) of core facilities, and make the necessary follow up with clients                      k. Maintain good relations with relevant UP System Offices especially when reconciling/ tracking documents / payments and others.</p> <p><u>Customer Service / Office Support Duties:</u>                      l. Ensure front desk is tidy and has all necessary stationery and materials                      m. Ensure timely and accurate customer service                      n. Handle complaints and specific customer's requests                      o. Handle calls and endorse to requested person as well as greets and assists guests accordingly;                      p. Ensure prompt delivery of documents to appropriate offices/ department;                      q. Perform other duties that may be assigned by the Executive Director.</p>							

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and submit through email at [hrdo.upsystem@up.edu.ph](mailto:hrdo.upsystem@up.edu.ph):

**Required Documents:**

1. Letter of application addressed to Prof. Ariel S. Betan
2. CS Form No. 212 Revised 2017: Personal Data Sheet (PDS) with attached Work Experience Sheet
3. Photocopy of Scholastic Record/Academic Record such as diploma **and** transcript of records (TOR)
4. Photocopy of certificate of eligibility/rating/license

**Supplemental Documents (if any):**

5. Original copies or certified true copies of Certificates of Employment, Contracts, Appointments, Office Orders or Service Record
6. Photocopy of Training Certificates or Learning and Development Interventions
7. Performance Ratings or Certificate of Performance for the last two (2) rating periods (i.e. January to June 2021 and July to December 2021) with at least Very Satisfactory ratings or its equivalent
8. Certificate/s of Awards/Citation/Commendation

**Note:**

- 1) *Applicants with incomplete Required Documents shall not be considered to be included in the list of qualified candidates.*
- 2) *Submission of Supplemental Documents is encouraged.*
- 3) *Late submission shall not be accepted.*
- 4) *Submission should only be made through email ([hrdo.upsystem@up.edu.ph](mailto:hrdo.upsystem@up.edu.ph)). Walk-in applicants will not be entertained as of this time to secure the health and safety of the applicants and the employees.*

  
ARIEL S. BETAN

Acting Director, UP System HRDO  
and AVP for Administration  
27 June 2022