

Office/Unit	Available Slots	Tasks
Campus Development and Maintenance Office	1 SA (onsite)	<ol style="list-style-type: none"> 1. Overall coordination with OPA in the development and production of publication materials (brochure and pamphlet) of UPOU facilities that would be made available both in online and printed form: <ul style="list-style-type: none"> • Academic Residences • Academic Residences Cafeteria • Centennial Center for Digital Learning • Sandbox • Oblation Hall • Audio Visual Room • Community Hub Concessionaire Spaces (TBA) • Pook-Ugnayan (for UPOU student, faculty, and staff gatherings/meetings) (TBA) • International Convention Center-Convention Hall/Auditorium (TBA) 2. Assist and coordinate with CODTL on the development/creation of Virtual Reality (VR) of the UPOU Facilities. 3. Assist in the development and creation of templates/infographics for CDMO 4. Perform other duties assigned by the immediate supervisor
Faculty of Education	2 SAs (onsite)	<ul style="list-style-type: none"> • Scan official documents • Shred official documents that are no longer needed • Perform other official duties that may be asked when the need arises
Faculty of Management and Development Studies	1 SA; (onsite)	<ul style="list-style-type: none"> • Assist in administrative tasks such as filing, data entry, scanning, or organizing documents • Assist in managing FMDS databases, including FMDS Dashboard, Google Drive, etc. • Promote events by sharing event flyers and other promotional materials
Faculty of Information and Communication Studies	3 GAs GA no. 1 & 2 (will be based in UPOU Diliman – onsite/work from home)	<p>GA 1 - Associate of Arts in Digital Design and Art</p> <ul style="list-style-type: none"> • Weekly competitive check to learn which institutions offer similar programs • Content creation on AADDA campaigns • User/Student experience report about the AADDA program • Gap analysis on program process flowchart

	<p>GA no. 3 (will be based in UPOU Headquarters, Laguna - onsite)</p>	<p>GA 2- Committee tasks</p> <ul style="list-style-type: none">• Send weekly progress reports on committee projects, tasks, progress, and outputs• Content draft writer• Other desk research tasks when called for <p>GA 3 – Faculty Secretary and Dean’s Office</p> <ul style="list-style-type: none">• Scanned thesis and dissertation of students• Scanned other Fsec documents• Assists in clerical works in Fsec and Deans Office• Performed other tasks that may be assigned
--	--	---