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University of the Philippines, Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #27

POSITION	COLLEGE/ UNIT	STATUS	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
(2) ATTORNEY V (SG-25)	OFFICE OF THE VICE PRESIDENT FOR LEGAL AFFAIRS	UP Contractual	Bachelor of Laws	3 years of relevant experience	16 hours of relevant training <i>(submission of certificate of training/seminars required)</i>	RA 1080	24 July 2013
(1) UNIVERSITY RESEARCHER I (SG-16)	OFFICE OF THE VICE PRESIDENT FOR LEGAL AFFAIRS	UP Contractual	1. MA or MS degree; or 2. AB or BS degree plus 18 units of graduate work completed; or 3. AB or BS degree	1. None required; or 2. 2 yrs. of experience in mid-level research operations, or as University Research Associate I or II; or 3. 5 yrs. of experience mid-level research operations, or as University Research Associate I or II	4 hours of relevant training	CS Professional	24 July 2013
(1) ADMINISTRATIVE ASSISTANT III (Computer Operator) (SG-9)	NATIONAL INSTITUTE OF MOLECULAR BIOLOGY AND BIOTECHNOLOGY (NIMBB), CS	Permanent ADAS3-1319-2004	Completion of two years Studies in College	1 year of relevant experience	4 hours of relevant training	CS Sub-professional /Data Encoder (MC 11, s.96 Cat.1)	24 July 2013

Interested applicants may apply at the Human Resources Development Office,

located at the Mezzanine floor, Quezon Hall, UP Diliman with the following:

Letter of application

Transcript of records (impt: certified copy needed)

Certificate of eligibility

Certificates of trainings attended (*at the most, taken 5 years ago*)

Comprehensive resume with (1) 2x2 recent picture

Certificate/s of previous employment/s

For inquiries, call HRDO Recruitment Section :

Check out other job vacancies at <http://www.hrdo.upd.edu.ph>

APPROVED FOR POSTING:

ROSALINDA J. TINGCO
Chief, HRRD, HRDO

11 July 2013