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**University of the Philippines, Diliman, Quezon City**

**BULLETIN OF VACANT POSITIONS #132**

POSITION	COLLEGE/ UNIT	STATUS	MINIMUM QUALIFICATIONS			DEADLINE OF APPLICATION	
			EDUCATION	EXPERIENCE	TRAINING		ELIGIBILITY
<b>(1) LAW EDUCATION SPECIALIST II (SG-18)</b>	UP Law Complex	Permanent LES2-5-1998/ 1153-2-1994	1. Ll. M. degree and member of the Integrated Bar of the Philippines; or  2. Ll. B. degree and member of the Integrated Bar of the Philippines	1. None required; or  2. 1 year of experience in legal research or practice of law or teaching in al law school	None required	R.A. 1080 (BAR)	<b>July 13, 2012</b>
<b>(1) INFORMATION TECHNOLOGY OFFICER II (SG-22)</b>	COLLEGE OF ENGINEERING	UP Contractual	Bachelor's degree relevant to the job	3 Years of relevant experience	16 hours of relevant training	Career Service (Professional )	<b>July 13, 2012</b>
<b>(1) ADMINISTRATIVE OFFICER I (SG-10)</b>	CENTER FOR POLICY AND EXECUTIVE DEVELOPMENT (CPED), NCPAG	Permanent ADOF1-426-2004/ 1298 (1994)	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	<b>July 13, 2012</b>

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*)

For inquiries, call HRDO Recruitment Section :

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

Comprehensive resume with (1) 2x2 recent picture

Certificate/s of previous employment/s

APPROVED FOR POSTING:

ROSALINDA J. TINGCO  
Chief, HRRD, HRDO

2 July 2012