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University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #29

POSITION	COLLEGE/UNIT	STATUS	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
			EDUCATION*	EXPERIENCE	TRAINING	ELIGIBILITY	
(1) ADMINISTRATIVE ASSISTANT II (SG-8)	DEPARTMENT OF COMPUTER SCIENCE, COLLEGE OF ENGINEERING	Permanent ADAS2-2487-2004	Completion of two years Studies in College (Computer related course)	1 year of relevant experience	4 hours of relevant training in government and procurement processes	CS Sub-professional	30 July 2013
(1) STUDENT RECORDS EVALUATOR II (SG-15)	LAW COMPLEX	Permanent SRE2-144-1998	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	CS Professional	30 July 2013
(1) SENIOR ADMINISTRATIVE ASSISTANT I (SG 13)	LAW COMPLEX	Permanent SADAS1-591-2004	Completion of two years Studies in College	3 years of relevant experience	16 hours of relevant training	CS Sub-professional	30 July 2013

* Either the Bachelor's degree or the graduate work required should be relevant to the nature of the work in the position

APPROVED FOR POSTING:

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

Comprehensive resume with (1) 2x2 recent picture

Transcript of records (impt: certified copy needed)

Certificate/s of previous employment/s

Certificate of eligibility

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

ROSALINDA J. TINGCO
Chief, HRRD, HRDO

17 July 2013

For inquiries, call HRDO Recruitment Section :

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

