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University of the Philippines, Diliman, Quezon City

**BULLETIN OF VACANT POSITIONS #158**

POSITION	COLLEGE/ UNIT	STATUS	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
<b>(1) ADMINISTRATIVE ASSISTANT I</b>  <b>(SG-7)</b>	COLLEGE OF MASS COMMUNICATION (CMC)	Permanent ADAS1-504-2004	Completion of 2 years studies in College	None Required	None Required	CS Sub-Professional	<b>November 28, 2012</b>
<i>- Computer literate and with IT skills</i>							
<b>(1) ADMINISTRATIVE AIDE VI</b> <b>(MECHANIC II)</b> <b>(SG-6)</b>	MARINE SCIENCE INSTITUTE (MSI)	Permanent ADA6-2289-2004	High School Graduate or Completion of Relevant Vocational/Trade course	1 year of relevant experience	4 hours of relevant training	<b>Mechanic</b> (MC 11, s. 96-Cat. I)	<b>November 28, 2012</b>
<b>(1) ADMINISTRATIVE AIDE VI</b> <b>(ELECTRICIAN II)</b> <b>(SG-6)</b>	OFFICE OF THE DEAN, COLLEGE OF SOCIAL SCIENCES AND PHILOSOPHY(CSSP)	Permanent ADA6-2255-2004	High School Graduate or Completion of Relevant Vocational/Trade course	1 year of relevant experience	4 hours of relevant training	<b>Electrician (Building Wiring) (-250 Volts)</b> (MC 11, s. 96-Cat. 1)	<b>November 28, 2012</b>

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

APPROVED FOR POSTING:

ROSALINDA J. TINGCO  
Chief, HRRD, HRDO

For inquiries, call HRDO Recruitment Section :

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

15 November 2012