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University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS # 161

POSITION	COLLEGE/UNIT	STATUS	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
(1) ADMINISTRATIVE ASSISTANT V (ARTIST-ILLUSTRATOR III) (SG-11)	U.P. PRESS	Permanent ADAS5-560-2004	Completion of two years studies in college or High School graduate with relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	CS Subprofessional DRAFTSMAN OR ILLUSTRATOR (MC 2, s. 2008 -Cat II)	29 November 2012
(4) HOUSEPARENT IV (SG-11)	OFFICE OF STUDENT HOUSING (OSH), OVCSA	Permanent HP4-17-1998; HP4-13-1998; HP4-20-1998; HP4-22-1998	High School graduate	2 years of relevant experience	8 hours of relevant training	None Required (MC 11, s. 96-Cat III)	29 November 2012
(2) HOUSEPARENT III (SG-9)	OFFICE OF STUDENT HOUSING (OSH), OVCSA	Permanent HP3-17-1998; HP3-18-1998;	High School graduate	1 year of relevant experience	4 hours of relevant training	None Required (MC 11, s. 96-Cat III)	29 November 2012

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*)

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

16 November 2012