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University of the Philippines, Diliman, Quezon City

**BULLETIN OF VACANT POSITIONS #34**

POSITION	COLLEGE/ UNIT	STATUS	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
<b>(1) ENGINEERING ASSISTANT (SG-8)</b>	OFFICE OF CAMPUS ARCHITECT(OCA)	Permanent ENGAS-4-1998	Completion of two years Studies in College	1 year of relevant experience	4 hours of relevant training	CS Sub-professional	<b>30 July 2013</b>
<b>(1) SENIOR ADMINISTRATIVE ASSISTANT I (SG 13)</b>	DEPARTMENT OF GEOGRAPHY, COLLEGE OF SOCIAL SCIENCES AND PHILOSOPHY (CSSP)	Permanent SADAS1-596-2004	Completion of two years Studies in College or High School Graduate with relevant Vocational/Trade Course	3 years of relevant experience	16 hours of relevant training	CS Subprofessional (First Level Eligibility)	<b>30 July 2013</b>
<b>(1) NUTRITIONIST-DIETITIAN II (SG-15)</b>	COLLEGE OF HOME ECONOMICS	Permanent ND2-25-1998	Bachelor's degree major in Food and Nutrition/Dietetics or Community Nutrition	1 year of relevant experience	4 hours of relevant training	RA 1080	<b>30 July 2013</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*)  
 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

17 July 2013