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University of the Philippines, Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #35

POSITION	COLLEGE/ UNIT	STATUS	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
(1) ADMINISTRATIVE ASSISTANT III (SG-9)	COLLEGE OF MUSIC	Permanent ADAS3-1350-2004	High School Graduate or Completion of Relevant Vocational/Trade course	1 year of relevant experience	4 hours of relevant training	Electrician (Building Wiring) (-250 Volts) (MC 11, s. 96-Cat. II)	30 July 2013
<i>*Knows how to operate, refocus and design special lightings for theatrical shows and concerts and sound recording</i>							
(1) METER READER III (SG-9)	UTILITIES MONITORING TEAM(UMT)	Permanent MRDR3-5-1998	High School Graduate	1 year of relevant experience	4 hours of relevant training	None required (MC 11, s. 96-Cat. III)	30 July 2013
(1) LABORATORY TECHNICIAN II (SG-8)	COLLEGE OF ENGINEERING	Permanent LABT2-271-1998	Completion of two years Studies in College	1 year of relevant experience	4 hours of relevant training	Laboratory Technician (MC 11, s. 96-Cat II)	30 July 2013

Interested applicants may apply at the Human Resources Development Office,

located at the Mezannine 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>

APPROVED FOR POSTING:

ROSALINDA J. TINGCO
Chief, HRRD, HRDO

17 July 2013