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University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #32

POSITION	COLLEGE/UNIT	STATUS	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
(1) ADMINISTRATIVE ASSISTANT V (SG-11)	DEPARTMENT OF PSYCHOLOGY, CSSP	Permanent ADAS5-645-2004	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	30 July 2013
(1) STUDENT RECORDS EVALUATOR II (SG-15)	OFFICE OF UNIVERSITY REGISTRAR	Permanent SRE2-93-1998	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	CS Professional	30 July 2013
(1) ADMINISTRATIVE AIDE VI (BUYER II) (SG-6)	UNIVERSITY FOOD SERVICE	Permanent ADA6-1899-2004	Completion of 2 years studies in College* <i>*Must have taken at least 76 units in college in relevant course</i>	1 year of relevant experience in <i>food service establishment</i>	<i>24 hrs. of relevant training in food and food service operations</i>	CS Sub-Professional	30 July 2013

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

17 July 2013