

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS # 145

POSITION	COLLEGE/UNIT	STATUS	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
(1) SENIOR ADMINISTRATIVE ASSISTANT I (SG 13)	OFFICE OF THE VICE-CHANCELLOR FOR ADMINISTRATION (OVCA)	Permanent SADAS1-569-2004 / 254 (1994)	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 <i>(submission of certificate of trainings/ seminars required)</i>	CS Subprofessional Data Encoder Relevant MC 11 s. 1996 (Cat I) (First Level Eligibility)	September 18, 2012
Preference: Computer literate (MS Word, Excel & Access)							

* Either the Bachelor's degree or the graduate work required should be relevant to the nature of the work in the position

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

4 September 2012