

# PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines  
Diliman, Quezon City

## BULLETIN OF VACANT POSITIONS # 169

POSITION	COLLEGE/UNIT	STATUS	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
			EDUCATION*	EXPERIENCE	TRAINING	ELIGIBILITY	
<b>(1) ADMINISTRATIVE OFFICER V</b> (INFORMATION OFFICER III) (SG-18)	SYSTEM INFORMATION OFFICE	Permanent ADOF5-1003-2004	Bachelor's Degree Relevant to Job	2 years of relevant experience -	8 hours of relevant training	Career Service Professional	<b>7 December 2012</b>
<b>(1) ADMINISTRATIVE ASSISTANT II</b> (SG-8)	COLLEGE OF HOME ECONOMICS	Permanent ADAS2-2523-2004	Completion of two years studies in college or High School Graduate with relevant Vocational/Trade Course	1 year of relevant experience	4 hours of relevant training	CS Subprofessional Data Encoder (MC 11, s. 96-Cat. I) (First Level Eligibility)	<b>7 December 2012</b>
<b>*Computer literate and with good written and oral communication skills</b>							
<b>(1) LABORATORY TECHNICIAN II</b> (SG-8)	COLLEGE OF HOME ECONOMICS	Permanent LABT2-184-1998	Completion of two years studies in college or High School graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional ) Laboratory Technician (MC 11, s. 96-Cat II) First Level Eligibility	<b>7 December 2012</b>
<b>(1) ADMINISTRATIVE AIDE IV</b> (SG-4)	COLLEGE OF HOME ECONOMICS	Permanent ADA4-2777-2004	Completion of 2 years studies in college	None Required	None Required	CS Sub-professional	<b>7 December 2012</b>
<b>*Computer literate</b>							

\* 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*)

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

22 November 2012