

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines, Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #167

POSITION	COLLEGE/ UNIT	MINIMUM QUALIFICATIONS					DEADLINE OF APPLICATION
		STATUS	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
(1) ADMINISTRATIVE AIDE IV (Driver II) (SG-4)	UNIVERSITY COMPUTER CENTER	Permanent ADA4-2762-2004/ 914-3-1994	Elementary School Graduate	None Required	None Required	Driver License (MC 11, s. 96-Cat II)	6 December 2012
<p><i>*Preferably must have practiced as a Professional driver for at least 15 years, applicants with prior hands-on experience in the University Computer Center(UCC) or other UP units maintaining capus-wide network, with familiarity with UCC technical team members, and participation with the nature of technical with the network & connectivity of a UP campus.</i></p>							
(1) MEDIA PRODUCTION ASSISTANT (SG-8)	COLLEGE OF MUSIC	Permanent MPXAS-4-1998/ 1237-1994	Completion of 2 years studies in College	1 year of relevant experience	4 hours of relevant training	CS Sub-Professional (First Level Eligibility)	6 December 2012
<p><i>*Must know web designing and can maintain website and must have knowledge in PC trouble shooting</i></p>							
(1) ADMINISTRATIVE OFFICER III (SG-14)	OFFICE OF INSTITUTIONAL LINKAGES(OIL)	Permanent ADOF3-825-2004	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)	6 December 2012
<p>- Computer literate and with IT knowledge</p>							

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

22 November 2012