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University of the Philippines  
Diliman, Quezon City

**BULLETIN OF VACANT POSITIONS # 31**

POSITION	COLLEGE/UNIT	MINIMUM QUALIFICATIONS					DEADLINE OF APPLICATION
		STATUS	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
<b>(1) ADMINISTRATIVE OFFICER III (SG-14)</b>	COLLEGE OF SCIENCE	Permanent ADOF3-859-2004	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Career Service Professional	<b>26 July 2013</b>
<b>(1) ADMINISTRATIVE ASSISTANT II (SG-8)</b>	COLLEGE OF SCIENCE	Permanent ADAS2-2057-2004	Completion of two years Studies in College	1 year of relevant experience	4 hours of relevant training	CS Sub-professional	<b>26 July 2013</b>
<b>(1) ADMINISTRATIVE OFFICER I (SG-10)</b>	OFFICE OF THE COLLEGE SECRETARY, CSSP	Permanent ADOF1-433-2004	Bachelor's Degree	None Required	None Required	Career Service Professional	<b>26 July 2013</b>

Interested applicants may apply at the Human Resources Development Office,  
 Transcript of records (impt: certified copy needed)      Comprehensive resume with (1) 2x2 recent picture  
 Certificate of eligibility      Certificate/s of previous employment/s  
 Certificates of trainings attended (*at the most, taken 5 years ago*)

**ROSALINDA J. TINGCO**  
Chief, HRRD, HRDO

For inquiries, call HRDO Recruitment Section :  
 Check out other job vacancies at <http://www.hrdo.upd.edu.ph>

15 July 2013

