

**BULLETIN OF VACANT POSITIONS # 25**

POSITION	COLLEGE/UNIT	MINIMUM QUALIFICATIONS					DEADLINE OF APPLICATION
		STATUS	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
<b>(1) ADMINISTRATIVE OFFICER III</b> <i>(RECORDS OFFICER III)</i> <b>(SG-14)</b>	NATURAL SCIENCES RESEARCH INSTITUTE(NSRI)	Permanent ADOF3-863-2004	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional	<b>24 July 2013</b>
<b>(1) ADMINISTRATIVE ASSISTANT III</b> <i>(STOREKEEPER III)</i> <b>(SG-9)</b>	NATURAL SCIENCES RESEARCH INSTITUTE(NSRI)	Permanent ADAS3-1355-2004	Completion of Two years Studies in College	1 year of relevant experience relative to laboratory equipment, supplies and reagents	4 hours of relevant training in mS Excel	CS Sub-professional	<b>24 July 2013</b>
<b>(1) ADMINISTRATIVE OFFICER I</b> <i>(CASHIER I)</i> <b>(SG 10)</b>	UPD CASH OFFICE	Permanent ADOF1-408-2004	Bachelor's degree relevant to the job*  <i>*(Accounting and Finance related course)</i>	None Required	None Required	Career Service Professional	<b>24 July 2013</b>

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

11 July 2013

