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University of the Philippines, Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #156

POSITION	COLLEGE/ UNIT	STATUS	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
(1) ADMINISTRATIVE OFFICER V (SG-18)	DILIMAN BUDGET OFFICE	Permanent ADOF5-1011-2004	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	CS Professional	November 28, 2012
<i>-Preferably major in Accounting and Business Administration</i>							
(2) ADMINISTRATIVE OFFICER I (CASHIER I) (SG-10)	DILIMAN CASH OFFICE	Permanent ADOF1-406-2004; ADOF1-407-2004	Bachelor's Degree relevant to the job	None Required	None Required	CS Professional	November 28, 2012
(1) ADMINISTRATIVE AIDE IV (SG-4)	OFFICE OF THE CHANCELLOR	Permanent - ADA4-2689-2004	HIGHSCHOOL GRADUATE	None Required	None Required	None Required (MC 11, s.96-Cat. III)	November 28, 2012
<i>-with five (5) years experience in messengerial work</i>							

located at the Mezannine 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

APPROVED FOR POSTING:

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 November 2012