

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #22

POSITION	COLLEGE/UNIT	STATUS	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
(1) ADMINISTRATIVE AIDE VI (SG-6)	COLLEGE OF SCIENCE LIBRARY	ADA6-1978-2004	Completion of 2 years studies in college	None Required	None Required	CS Sub- Professional	21 June 2013
(1) ADMINISTRATIVE AIDE VI (SG-6)	COLLEGE OF SCIENCE LIBRARY	ADA6-2483-2004	Completion of 2 years studies in college	None Required	None Required	CS Sub- Professional	21 June 2013
(1) ADMINISTRATIVE AIDE IV (SG-4)	SCHOOL OF LIBRARY AND INFORMATION STUDIES	ADA4-2688-2004	Completion of 2 years studies in college	None Required	None Required	CS Sub- Professional	21 June 2013
(1) STUDENT RECORDS EVALUATOR II (SG-15)	OFFICE OF THE UNIVERSITY REGISTRAR (OUR)	Permanent SRE2-100-1998	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	CS Professional	21 June 2013

Interested applicants may apply at the Human Resources Development Office,

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

ROSALINDA J. TINGCO
Chief, HRRD, HRDO

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

6 June 2013