

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines, Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #37

| POSITION | COLLEGE/ UNIT | STATUS | MINIMUM QUALIFICATIONS | | | | DEADLINE OF APPLICATION |
|---|--|----------------------------|---|---------------|---------------|--|-------------------------|
| | | | EDUCATION | EXPERIENCE | TRAINING | ELIGIBILITY | |
| (1) ADMINISTRATIVE AIDE III (SG-3) | OFFICE OF STUDENT ACTIVITIES(OSA), OVCSA | Permanent - ADA3-3519-2004 | MUST BE ABLE TO READ AND WRITE/ELEMENTARY SCHOOL GRADUATE | None Required | None Required | None Required (MC 11, s.96-Cat. III) | 31 July 2013 |
| (1) ADMINISTRATIVE AIDE V (Computer Operator) (SG-5) | INSTITUTE OF BIOLOGY, COLLEGE OF SCIENCE | Permanent ADA5-664-2004 | Completion of two Years Studies in College or with Relevant Vocational/Trade course | None Required | None Required | Career Service Subprofessional (First Level Eligibility) | 31 July 2013 |
| (1) ADMINISTRATIVE AIDE VI (SG-6) | COLLEGE OF SCIENCE | Permanent ADA6-1949-2004 | Completion of two Years Studies in College | None Required | None Required | Career Service Subprofessional (First Level Eligibility) | 31 July 2013 |

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>

18 July 2013