

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #28

POSITION	COLLEGE/UNIT	STATUS	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
			EDUCATION*	EXPERIENCE	TRAINING	ELIGIBILITY	
(1) STUDENT RECORDS EVALUATOR II (SG-15)	ASIAN CENTER	Permanent SRE2-113-1998	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	CS Professional	30 July 2013
(1) ADMINISTRATIVE ASSISTANT III (SG-9)	DEPARTMENT OF GEODETIC ENGINEERING, COLLEGE OF ENGINEERING	Permanent ADAS3-1337-2004	Completion of two years Studies in College	1 year of relevant experience	4 hours of relevant training	CS Sub-professional	30 July 2013
(1) ADMINISTRATIVE ASSISTANT II (SG-8)	COLLEGE OF ENGINEERING	Permanent ADAS2-2631-2004	Completion of two years Studies in College	1 year of relevant experience	4 hours of relevant training	CS Sub-professional	30 July 2013

* Either the Bachelor's degree or the graduate work required should be relevant to the nature of the work in the position

APPROVED FOR POSTING:

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
Comprehensive resume with (1) 2x2 recent picture
Transcript of records (impt: certified copy needed)
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

17 July 2013

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

