

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines, Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #33

| POSITION | COLLEGE/ UNIT | STATUS | MINIMUM QUALIFICATIONS | | | | DEADLINE OF APPLICATION |
|--|--|------------------------------|--|---|------------------------------|-----------------------------|-------------------------|
| | | | EDUCATION | EXPERIENCE | TRAINING | ELIGIBILITY | |
| (1) COMPUTER PROGRAMMER II (SG-15) | OFFICE OF UNIVERSITY REGISTRAR | Permanent COMPRO2-24-1998 | Bachelor's Degree relevant to the job* | 1 year of relevant experience in service administration and maintenance | 4 hours of relevant training | Career Service Professional | 30 July 2013 |
| <i>*Knowledge in Computer Networking, Open Source Operating Systems, Computer Hardware Servicing and Web Programming</i> | | | | | | | |
| (1) ADMINISTRATIVE ASSISTANT II (SG-8) | COLLEGE OF MASS COMMUNICATIONS (CMC) | Permanent ADAS2-2479-2004 | Completion of two years studies in College or High School Graduate with Relevant Vocational/Trade course | 1 year of relevant experience | 4 hours of relevant training | CS Sub-professional | 30 July 2013 |
| (1) ADMINISTRATIVE ASSISTANT II (SG-8) | STUDENT DISCIPLINARY TRIBUNAL (SDT), OVCSA | Permanent ADAS2-2318-2004 | Completion of two years Studies in College | 1 year of relevant experience | 4 hours of relevant training | CS Sub-professional | 30 July 2013 |

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*)

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

17 JULY 2013