

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #20

POSITION	COLLEGE/UNIT	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION	
		STATUS	EDUCATION	EXPERIENCE	TRAINING		ELIGIBILITY
(1) ADMINISTRATIVE OFFICER IV (SG-15)	COLLEGE OF ARTS AND LETTERS(CAL)	Permanent ADOF4-952-2004	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Career Service Professional	21 June 2013
(1) ADMINISTRATIVE OFFICER IV (SG-15)	INSTITUTE OF CREATIVE WRITING(ICW), COLLEGE OF ARTS AND LETTERS(CAL)	Permanent ADOF4-956-2004	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Career Service Professional	21 June 2013
(1) ADMINISTRATIVE OFFICER IV (SG-15)	DEPARTMENT OF GEOGRAPHY, COLLEGE OF SOCIAL SCIENCES AND PHILOSOPHY(CSSP)	Permanent ADOF4-957-2004	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Career Service Professional	21 June 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*)

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

