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University of the Philippines  
Diliman, Quezon City

**BULLETIN OF VACANT POSITIONS # 04**

POSITION	COLLEGE/UNIT	STATUS	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
<b>(1) ADMINISTRATIVE ASSISTANT II (SG-8)</b>	OFFICE OF THE ASSOCIATE DEAN FOR ACADEMIC AFFAIRS/GRADUATE OFFICE, COLLEGE OF SCIENCE	Permanent ADAS2-2059-2004	Completion of Two years Studies in College	1 year of relevant experience	4 hours of relevant training	CS Sub-professional	<b>2 February 2013</b>
<b>(1) ADMINISTRATIVE ASSISTANT III (SG-9)</b>	NATIONAL INSTITUTE OF GEOLOGICAL SCIENCES(NIGS), CS	Permanent ADAS3-1327-2004/ 593-4-1994)	High School Graduate or Completion of Relevant Vocational/Trade course	1 year of relevant experience	4 hours of relevant training	<b>Mechanic</b> (MC 11, s. 96-Cat. 1)	<b>2 February 2013</b>

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

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>

23 January 2013

