

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS # 130

POSITION	COLLEGE/UNIT	STATUS	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
(1) BOARD SECRETARY II (SG-17)	OFFICE OF THE SECRETARY OF THE UNIVERSITY (OSU)	Permanent BS2-2-1998	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional	June 29, 2012
Unit Preference: <i>Bachelor's degree in Communication, Journalism, English or related fields pertinent to the position, preferably with M.S./M.A. degree</i>							
<i>With experience in transcribing writing minutes of meeting, organizing events; Computer Literate (MS Word, Excel, Power Point, Publisher); Not more than 30 yrs. Old, preferably single, willing to travel and work beyond office hours, with good command of English and with pleasing personality</i>							
(1) ADMINISTRATIVE AIDE III (SG-3)	DEPARTMENT OF FILIPINO AND PHILIPPINE LITERATURE, CAL	Permanent - ADA3-3879-2004	ELEMENTARY SCHOOL GRADUATE	None Required	None Required	None Required (MC 11, s.96-Cat. III)	June 29, 2012

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

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

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

18 June 2012