

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines, Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #157

POSITION	COLLEGE/ UNIT	STATUS	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
(1) ADMINISTRATIVE ASSISTANT IV (SG-10)	COLLEGE OF EDUCATION	Permanent ADAS4-141-2004	High School Graduate or Completion of Relevant Vocational/Trade course	2 years of relevant experience	8 hours of relevant training	Equipment Technician (MC 11, s. 96-Cat. II)	November 28, 2012
(1) ADMINISTRATIVE AIDE V (SG-5)	COLLEGE OF EDUCATION	Permanent ADA5-658-2004	High School Graduate or Completion of Relevant Vocational/Trade course	1 year of relevant experience	4 hours of relevant training	None Required (MC 11, s. 96-Cat. III)	November 28, 2012
(1) STUDENT RECORDS EVALUATOR I (SG-11)	COLLEGE OF ENGINEERING	Permanent SRE1-28-1998	Bachelor's Degree	None Required	None Required	CS Professional (Second Level Eligibility)	November 28, 2012

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>

15 November 2012