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University of the Philippines Diliman, Quezon City

## **BULLETIN OF VACANT POSITIONS # 163**

POSITION	COLLEGE/UNIT	STATUS	EDUCATION	MINIMUM QUAL EXPERIENCE	TRAINING	ELIGIBILITY	DEADLINE OF APPLICATION
(1) ADMINISTRATIVE AIDE VI (BUYER II) (SG-6)	UNIVERSITY FOOD SERVICE	Permanent ADA6-1899-2004	Completion of 2 years studies in College	relevant	4 hours of relevant training	CS Sub- Professional	29 November 2012
-Education should be related to Foods, with knowledge and experience in Foods and specifications							
(1) ADMINISTRATIVE AIDE III (SG-3)	NATIONAL COLLEGE OF PUBLIC ADMINISTRATION (NCPAG)	Permanent ADA3-3815-1998	High School graduate	None Required	None Required	None Required (MC 11, s. 96- Cat III)	29 November 2012

Interested applicants may apply at the Human Resources Development Office,

located at the Mezannine floor, Quezon Hall, UP Diliman with the following:

Letter of application Comprehensive resume with (1) 2x2 recent picture

Transcript of records (impt: certified copy needed) Certificate/s of previous employment/s

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

16 November 2012