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University of the Philippines, Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #165

POSITION	COLLEGE/ UNIT	STATUS	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
(2) ADMINISTRATIVE ASSISTANT V *(Electronics and Communications Equipment Technician III)* **(SG-11)**	PRIVATE AUTOMATED BRANCH EXCHANGE(PABX)	Permanent ADAS5-596-2004/ ECET3-11-1998; ADAS5-599-2004/ ECET3-15-1998	Completion of two years studies in college or High School graduate with relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training *(submission of certificate of trainings/seminars required)*	Career Service (Subprofessional) or Electronic Equipment Technician (MC 11, s. 96-Cat II)	**6 December 2012**
Preferably must have experienced with VOIP and physical cabling infrastructure, including fiber optic installations.							
(1) LAW REFORM SPECIALIST IV (SG-22)	UP Law Complex	Permanent LWRS4-5-1998/ 1146-2-1994	1. Doctor's degree in law and member of the Integrated Bar of the Philippines; or 2. Ll. M. degree and member of the Integrated Bar of the Philippines; or 3. Ll. B. degree and member of the Integrated Bar of the Philippines	1. None required; or 2. 3 years of experience in legal research or practice of law or 2 years of full-time teaching in al law school; or; 3. 5 years of experience in legal research or practice of law or 4 years of full-time teaching in a law school	8 hours of relevant training*	R.A. 1080 (BAR)	**6 December 2012**

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   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

22 November 2012