

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines, Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #155

POSITION	COLLEGE/ UNIT	STATUS	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
(1) PLANNING OFFICER III (SG-18)	OFFICE OF THE VICE-CHANCELLOR FOR COMMUNITY AFFAIRS (OVCCA)	Permanent PLO3-3-1998	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	CS Professional	November 28, 2012
<i>-With direct exposure to community work</i>							
(1) STUDENT RECORDS EVALUATOR II (SG-15)	OFFICE OF THE UNIVERSITY REGISTRAR (OUR)	Permanent SRE2-134-1998	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	CS Professional	November 28, 2012
(1) BOARD SECRETARY I (SG-14)	OFFICE OF THE UNIVERSITY REGISTRAR (OUR)	Permanent BS1-2-1998	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	CS Professional	November 28, 2012
<i>With excellent writing skills, computer literate and fluent in English and Filipino.</i>							

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