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University of the Philippines Diliman, Quezon City

BULLETIN OF VACANT POSITIONS # 164

| | | | MINIMUM QUALIFICATIONS | | | | |
|----------------|----------------|-------------|------------------------------|---------------|----------|--------------|-------------------------|
| POSITION | COLLEGE/UNIT | STATUS | EDUCATION* | EXPERIENCE | TRAINING | ELIGIBILITY | DEADLINE OF APPLICATION |
| (1) UNIVERSITY | COLLEGE OF | UNIRA1-267- | AB or BS degree relevant | None required | None | CS | 29 November 2012 |
| | BUSINESS | 1998 | to the nature of the work in | | Required | Professional | |
| ASSOCIATE I | ADMINISTRATION | | the position* | | | | |
| (SG-12) | | | | | | | |
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-with knowledge of different statistical analysis software tools and research writing skills.

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

November 2012

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