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University of the Philippines  
Diliman, Quezon City

**BULLETIN OF VACANT POSITIONS #44**

POSITION	COLLEGE/UNIT	STATUS	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
			EDUCATION*	EXPERIENCE	TRAINING**	ELIGIBILITY	
(1) STUDENT RECORDS EVALUATOR III (SG-18)	NATIONAL COLLEGE OF PUBLIC ADMINISTRATION AND GOVERNANCE (NCPAG)	Permanent SRE3-11-1998/ 1259(1994)	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Career Service Professional	August 10, 2011
(1) ADMINISTRATIVE OFFICER V (SG-18)	CENTER FOR LOCAL AND REGIONAL GOVERNANCE (CLRG), NCPAG	Permanent ADOF5-946-2004/ 1282 (1994)	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Career Service Professional	August 10, 2011
(1) ADMINISTRATIVE ASSISTANT V (DEMO III) (SG-11)	CENTER FOR POLICY AND EXECUTIVE DEVELOPMENT (CPED), NCPAG	Permanent ADAS5-632-2004/ 1300-1 (1994)	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)	CS Subprofessional (MC 11, s. 96-Cat I)	August 10, 2011


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

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  
Transcript of records (impt: certified copy needed)  
Certificate of eligibility  
Certificates of trainings attended within the last 5 yrs.

Comprehensive resume with (1) 2x2 recent picture  
Certificate/s of previous employment/s

APPROVED FOR POSTING:

  
ROSALINDA J. TINGCO  
Acting Chief, HRRD, HRDO

For inquiries, call HRDO Recruitment Section:  
Check out other job vacancies at <http://www.hrdo.upd.edu.ph>

29 July 2011

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			EDUCATION*	EXPERIENCE	TRAINING**	ELIGIBILITY	
(1) <b>COMPUTER PROGRAMMER I</b>  (SG-11)	HUMAN RESOURCES DEVELOPMENT OFFICE(HRDO)	Permanent COMPRO1-10-1998/ 298-1 (1994).	Bachelor's Degree relevant to the job	None Required	None Required	CS Professional (Second Level Eligibility)	August 10, 2011
(1) <b>ADMINISTRATIVE OFFICER III</b> (Cashier II) (SG 14)	DILIMAN CASH OFFICE	Permanent ADOF3-827-2004/ 278-2 (1994)	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	CS Professional	August 10, 2011
(1) <b>BOARD SECRETARY I</b> (SG-14)	OFFICE OF THE UNIVERSITY REGISTRAR (OUR)	Substitute BS1-2-1998/ 368(1994)	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	CS Professional	August 10, 2011

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3

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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)

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ROSALINDA J. TINGCO  
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**BULLETIN OF VACANT POSITIONS #45**

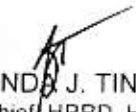
POSITION	COLLEGE/UNIT	STATUS	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
(1) ADMINISTRATIVE ASSISTANT II (SG-8)	MARINE SCIENCE INSTITUTE, CS	Permanent ADAS2-2051-2004/897-4(1994)	Completion of two years studies in College	1 year of relevant experience	4 hours of relevant training (submission of certificate of training/ seminar required)	CS Sub-professional (First Level Eligibility)	August 10, 2011
(2) ADMINISTRATIVE AIDE IV (SG-4)	MARINE SCIENCE INSTITUTE, CS	Permanent ADA4-2813-2004/1762-3(1994); ADA4-2812-2004/1763-1(1994)	Elementary School Graduate	None Required	None Required	Driver License (MC 11, s. 96-Cat II)	August 10, 2011
(1) ADMINISTRATIVE OFFICER IV (SG-15)	THIRD WORLD STUDIES CENTER, CSSP	Permanent ADOF4-981-2004/1635(1994)	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Career Service Professional (Second Level Eligibility)	August 10, 2011

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