

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS # 149

POSITION	COLLEGE/UNIT	STATUS	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
			EDUCATION*	EXPERIENCE	TRAINING	ELIGIBILITY	
(1) COLLEGE LIBRARIAN III (SG-18)	U.P. LAW COMPLEX	Permanent CL3-47-1998/ 1152 (PSI 1994)	MA or MS degree plus 12 units of graduate work completed; or MA or MS degree; or AB or BS degree plus 18 units of graduate work completed	None required; or 3 years of professional experience in library/information work or in teaching Library Science/ Information Science/Management 6 years of professional experience in library/information work or in teaching Library Science/ Information Science/Management	8 hours of relevant training	R.A. 1080 (Licensed Librarian)	OCTOBER 23, 2012
(1) ADMINISTRATIVE OFFICER II (SG-11)	UP CENTER FOR ETHNOMUSICOLGY	UP Contractual	Bachelor's degree relevant to job	None Required	None Required	CS Professional (Second Level Eligibility)	OCTOBER 23, 2012
<i>*Applicant/s must be familiar with indigenous music and instruments.</i>							
(1) ADMINISTRATIVE AIDE IV (Cash Clerk I) (SG-4)	DILIMAN CASH OFFICE	UP Contractual	Completion of two-year studies in College	None Required	None Required	CS Sub-Professional	OCTOBER 23, 2012
<i>*Must have experience in handling cash</i>							

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 (*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>

9 October 2012