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University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS # 162

POSITION	COLLEGE/UNIT	STATUS	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
(12) HOUSEHOLD ATTENDANT III (SG-8)	OFFICE OF STUDENT HOUSING (OSH), OVCSA	Permanent HHA3-48-1998; HHA3-49-1998; HHA3-50-1998; HHA3-53-1998; HHA3-56-1998; HHA3-58-1998; HHA3-59-1998; HHA3-61-1998; HHA3-64-1998; HHA3-67-1998; HHA3-73-1998; HHA3-74-1998	Elementary School graduate	1 year of relevant experience	4 hours of relevant training	None Required (MC 11, s. 96-Cat III)	29 November 2012
<i>-with knowledge of basic plumbing repair and trouble shooting</i>							
(1) HOUSEHOLD ATTENDANT II (SG-5)	OFFICE OF STUDENT HOUSING (OSH), OVCSA	Permanent HHA2-119-1998	Elementary School graduate	None Required	None Required	None Required (MC 11, s. 96-Cat III)	29 November 2012
<i>-with knowledge of basic plumbing repair and trouble shooting</i>							
(1) ADMINISTRATIVE ASSISTANT II (SG-8)	COLLEGE OF SOCIAL WORK AND COMMUNITY DEVELOPMENT (CSWCD)	Permanent ADAS2-2643-2004	Completion of 2 years studies in College	1 year of relevant experience	4 hours of relevant training	CS Sub-Professional	29 November 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

16 November 2012