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University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS # 127

POSITION	COLLEGE/UNIT	STATUS	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
			EDUCATION*	EXPERIENCE	TRAINING	ELIGIBILITY	
(1) ADMINISTRATIVE AIDE VI (SG-6)	COLLEGE OF ENGINEERING	U.P. Contractual	Completion of 2 years studies in College	1 year of relevant experience	4 hours of relevant training	CS Sub-Professional (First Level Eligibility)	June 29, 2012
<i>*Must be computer literate</i>							
(1) ADMINISTRATIVE ASSISTANT V (SG-11)	Office of the Vice Chancellor for Research and Development (OVCRD)	UP Contractual	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 (certificate/s of training/s needed)	CS Sub-Professional (First Level Eligibility)	June 29, 2012
<p><i>Duties:</i></p> <ul style="list-style-type: none"> <i>1. Serve as System Administrator for the office</i> <i>2. Trouble shoot computer problems</i> <i>3. Assistant to the supply officer</i> <i>4. Maintain and update the PMRGO database</i> <i>5. Perform other tasks that may be assigned by the Vice-Chancellor and the Director</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 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

18 June 2012