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University of the Philippines, Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #159

POSITION	COLLEGE/ UNIT	STATUS	MINIMUM QUALIFICATIONS			DEADLINE OF APPLICATION	
			EDUCATION	EXPERIENCE	TRAINING		ELIGIBILITY
(1) ADMINISTRATIVE AIDE VI (MECHANIC II) (SG-6)	COLLEGE OF SOCIAL WORK AND COMMUNITY DEVELOPMENT(CSWCD)	Permanent ADA6-2177-2004	High School Graduate or Completion of Relevant Vocational/Trade course	1 year of relevant experience	4 hours of relevant training	Mechanic (MC 11, s. 96-Cat. I)	November 28, 2012
(1) ADMINISTRATIVE AIDE V (SG-5)	COLLEGE OF SOCIAL WORK AND COMMUNITY DEVELOPMENT(CSWCD)	Permanent ADA5-645-2004	Completion of 2 years studies in College	1 year of relevant experience	4 hours of relevant training	CS Sub-Professional	November 28, 2012
(1) ADMINISTRATIVE AIDE IV (SG-4)	COLLEGE OF SOCIAL WORK AND COMMUNITY DEVELOPMENT(CSWCD)	Permanent ADA4-2819-2004	Completion of 2 years studies in College	None Required	None Required	CS Sub-Professional	November 28, 2012

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 :

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15 November 2012