



UNIVERSITY OF THE PHILIPPINES MANILA  
The Health Sciences Center  
8<sup>th</sup> Floor, RCB Building, Philippine General Hospital  
Taft Avenue, Manila

# IMMEDIATE JOB OPENING

## The College of Medicine

is in need of:

- I. POSITION : **Administrative Assistant II**  
**(Electronics and Communication  
Equipment Technician II)**
- II. SALARY GRADE : 8
- III. SALARY : P189,816.00/annum

### CSC QUALIFICATION REQUIREMENTS:


- EDUCATION : Completion of two years studies in college  
or high school graduate with relevant  
vocational/trade course
- EXPERIENCE : 1 year of relevant experience
- TRAINING : 4 hours of relevant training
- ELIGIBILITY : Electronics Equipment Technician  
(MC 11, s. 96-Cat. II)
- COMPUTER SKILLS : MS Word & Excel

#### Other Requirements:

- Preferably BS Computer Science or BS Information Technology

  
RICHARD S. JAVIER, MBA-HA  
Director, HRDO

Noted:

  
ARLENE A. SAMANIEGO, M.D.  
Vice Chancellor for Administration

Date of Posting: 7/28/17