



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 Office of the University Registrar

is in need of:


- I. POSITION : **Administrative Officer III  
(Records Officer II)**
- II. SALARY GRADE : 14
- III. SALARY : P303,480.00/annum

### CSC MINIMUM QUALIFICATION REQUIREMENTS:

- EDUCATION : Bachelor's degree
- EXPERIENCE : 1 year of relevant experience
- TRAINING : 4 hours of relevant training
- ELIGIBILITY : CS (Professional)  
Second Level Eligibility
- COMPUTER SKILLS : MS Word & Excel

  
RICHARD S. JAVIER, MBA-HA  
Director, HRDO *RJ*

Noted:

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

Date of Posting: 8/3/17

Leonora Paras *LP*  
OVCA, UP Manila  
01 AUG 2017