



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

IMMEDIATE JOB OPENING

The College of Arts & Sciences

is in need of:

I. POSITION : **Administrative Aide VI
 (Clerk III)**

II. SALARY GRADE : 6

III. SALARY : P166,212.00/annum

CSC MINIMUM QUALIFICATION REQUIREMENTS:

EDUCATION : **Completion of two (2) years studies in college**
 EXPERIENCE : **None required**
 TRAINING : **None required**
 ELIGIBILITY : **CS Subprofessional
 First Level Eligibility**
 COMPUTER SKILLS : **MS Word & Excel**

Additional Requirements for the position:

- **With strong IT skills**
- **With good communication skills**

RICHARD S. JAVIER, MBA-HA
 Director, HRDO

Noted:

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

Date of Posting: 6/29/17