



HRDO10004277



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 Public Health

is in need of:

- I. POSITION : **Administrative Assistant II  
(Labor General Foreman)**
- II. SALARY GRADE : 8
- III. SALARY : P189,816.00/annum

### CSC MINIMUM QUALIFICATION REQUIREMENTS:

- EDUCATION : High School Graduate
- EXPERIENCE : 1 year of relevant experience
- TRAINING : 4 hours of relevant training
- ELIGIBILITY : None required  
(MC 11, s. 1996 - Cat. III)
- COMPUTER SKILLS : MS Word & Excel

### Additional Requirements for the position:

- Knowledge and familiarity w/ the application of SPCMIS/FMIS;
- Knowledge and familiarity with the application of the CPC-DATS;
- Knowledge on inspection of equipment, supplies and materials

*[Signature]*  
**RICHARD S. JAVIER, MBA-HA**  
Director, HRDO *[Signature]*

Noted:

*[Signature]*  
**ARLENE A. SAMANIEGO, M.D.**  
Vice Chancellor for Administration

Date of Posting: 5/9/17

Leonora Paras  
OVCA, UP Manila  
08 MAY 2017

Laud  
MAY 09 2017