



HRDO10004280



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 Public Health

is in need of:

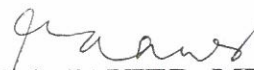

- I. POSITION : **Administrative Assistant II (Clerk IV)**
- II. SALARY GRADE : 8
- III. SALARY : P189,816.00/annum

CSC MINIMUM QUALIFICATION REQUIREMENTS:


- EDUCATION : **Completion of 2 years studies in college**
- EXPERIENCE : **1 year of relevant experience**
- TRAINING : **4 hours of relevant training**
- ELIGIBILITY : **CS (Subprofessional)
First Level Eligibility**
- COMPUTER SKILLS : **MS Word & Excel**

Additional Requirements for the position:

- **Knowledge and familiarity w/ the application of SPCMIS/FMIS;**
- **Knowledge and experience in the adaptation of the IRR of RA 9184 (Procurement Law)**


RICHARD S. JAVIER, MBA-HA
Director, HRDO 

Noted:


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

Date of Posting: 5/9/17

Leonora Paras
OVCA, UP Manila
08 MAY 2017

Loud
MAY 09 2017