



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



HRDO10004102

IMMEDIATE JOB OPENING

The College of Medicine

is in need of:

- I. POSITION : **Administrative Officer II
(Information Officer I)**
- II. SALARY GRADE : 11
- III. SALARY : P235,440.00/annum

CSC MINIMUM QUALIFICATION REQUIREMENTS:

- EDUCATION : Bachelor's degree
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : CS (Professional)
Second Level Eligibility
COMPUTER SKILLS : MS Word & Excel

Additional Requirements for the position:

- Preferably with experience in maintenance and computer system network and troubleshooting;
- Preferably with experience in software maintenance and troubleshooting;
- Training on database development and maintenance;
- With at least 2 years experience.

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

Noted:

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

30 MAY 2017

Date of 2nd Posting: 5/30/17