



HRDO10005394



**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 School of Health Sciences in Palo, Leyte

is in need of:

- I. POSITION : **Student Records Evaluator II**  
II. SALARY GRADE : 15  
III. SALARY : P29,010.00/month

### 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

Noted:

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

Date of Posting: 2/19/18