



UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center
8th Flr. Left Central Block, PGH Compound
Taft Avenue, Manila

IMMEDIATE JOB OPENING

The Budget Office

is in need of:

**POSITION : (Job Order) Administrative Services Officer I
(Senior Office Assistant)**

SALARY : P24,904.80/month

QUALIFICATION REQUIREMENTS:

Education: Bachelor's degree relevant to the job

Experience: With one (1) year experience

Preferably with Computer Skills (Excel, JAVA, ORACLE)

RICHARD S. JAVIER, MBA-HA
Director, HRDO

Noted:

ARLENE A. SAMANIEGO, MD
Vice Chancellor for Administration

Date of Posting: 5/25/2022

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph
2. Certificate of employment and trainings attended
3. Photocopy of Transcript of Records/ Diploma

Qualified applicants are advised to email their application to: bit.ly/upmhronlineapplication