



UNIVERSITY OF THE PHILIPPINES MANILA  
HUMAN RESOURCE DEVELOPMENT OFFICE

# JOIN OUR TEAM

we are looking for a candidate to fill up the position of:

## SENIOR OFFICE AIDE

to be assigned in the  
**Legal Office**

- Contract of Service position
- Monthly rate w/ 20% premium:

**₱ 24,640.80**

### MINIMUM QUALIFICATIONS:

- **Education:** Completion of two years' studies in College
- **Experience:** 1 year of relevant experience

### JOB DESCRIPTION:

1. Assist in the recording of incoming and outgoing documents in TRACKS;
2. Checks and responds to various emails received and forwards to assigned lawyers;
3. Assists in the preparation of office database;
4. Performs other functions from time required by the AO and the Chief of Office.

### REQUIREMENTS:

- Letter of Application
- 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](http://www.csc.gov.ph);
- Work Experience Sheet;
- Performance rating in the last rating period;
- Photocopy of certificate of employment and training;
- Photocopy of certificate of eligibility/rating/license (if any); and
- Photocopy of Transcript of Records and Diploma



**SCAN FOR  
APPLICATION FORM**

**ONLY COMPLETE DOCUMENTS  
WILL BE ENTERTAINED.**

**QUALIFIED APPLICANTS** should address their Letter of Application to:

**Mr. Jorel A. Manalo, PTRP, MPH**  
Supervising Administrative Officer  
HRDO, 8th Flr. PGH Building, Taft Avenue, Manila

**DEADLINE OF APPLICATION:  
FEBRUARY 1, 2025**

The **UNIVERSITY OF THE PHILIPPINES MANILA** upholds **Equal Employment Opportunity Principle**: “that there shall be no discrimination in the selection of employees on account of age, school, gender, civil status, disability, ethnicity, social status, income class, political affiliation or other similar factors/personal circumstances which run counter to the principles of merit, fitness for the job, and equal opportunity.”