

— WE ARE *HIRING!* —

SENIOR OFFICE AIDE

Contract of Service - SG 8 (PHP 25,737.60 monthly)

College of Medicine

Place of Assignment

Completion of two years studies in college (prior to 2018),
OR Completion of Grade 12/Senior High School (starting 2016)

*In light of the SHS Modeling Program which was
implemented as early as School Year 2014-2015

Education

1 year of relevant experience

Experience

SEPTEMBER 19, 2025

DEADLINE OF APPLICATION

For qualified applicants, kindly send your application to:

<https://bit.ly/upmhronlineapplication>, or you may apply walk-in
(kindly bring the original copies for verification of the documents)
at HRDO Office, 8th Floor, PGH Central Block Building, Taft Avenue,
Manila, to further evaluate your credentials and other requirements.



For inquiries, kindly email **upm-hrdo-hiring@up.edu.ph** or you may call **88141-228**



www.upm.edu.ph



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