

— WE ARE HIRING! —

SENIOR OFFICE ASSISTANT

Contract of Service - SG 11 (PHP 36,028.80 monthly)

Research Grants Administration Office

Place of Assignment

N/A

Experience

N/A

Eligibility

OCTOBER 10, 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**



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