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University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #277

POSITION	COLLEGE/UNIT	STATUS	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
(1) COMPUTER PROGRAMMER II (SG-15)	POPULATION INSTITUTE	UP Contractual	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional	**29 September 2017**
Preferably: - *a graduate of Information Technology, Statistics, Mathematics, Computer Science or related courses* - *with knowledge and experience in processing quantitative data using CS Pro, SPSS, and Stata* - *knowledge of computer hardware is an advantage* - *knowledge of website development and maintenance is also an advantage*							

Interested applicants must:

a) Download and fill-out the Recruitment Forms 1 & 2 of UP Human Resources Development Office (HRDO) at (http://hrdo.upd.edu.ph/RSS_form1.xlsx, http://hrdo.upd.edu.ph/RSS_form2.xlsx) and send it to our email address at **updhrdorecruitment@gmail.com.** (need not to be printed)

b) Submit on or before the set deadline to the Recruitment & Selection Section of UP HRDO located at the Mezzanine floor, Quezon Hall, UP Diliman the following documents:

   1) **Letter of application (stating the position, college/unit and that you certify all the attached documents are true and correct)**

   2) **Comprehensive Résumé with (1) 2x2 recent picture**

   3) **Supporting documents: (only photocopies of the following documents should be submitted but original copies must be presented for counterchecking)**

   i) Transcript of Records, **ii)** Certificate/s of Employment signed by previous employer,

   iii) Seminar/Training Certificates (taken within the last five (5) years), **iv)** Certificate of awards/citations (optional but encouraged to be submitted),

   v) Certificate of Eligibility, **vi)** Latest one (1) year Performance Rating/s

SHIERYLYN T. SISON
Administrative Officer V, HRDO
20 September 2017