JOB VACANCY

POSITION: ADMINISTRATIVE AIDE VI (CLERK III)
PSI No. ADA6-2192-2004

I. Minimum Qualifications:
   1. Completion of two (2)-year studies in college
   2. One (1) year of relevant experience
   3. Four (4) hours of relevant training
   4. Career Service (Sub-Professional)/First Level Eligibility

II. Preference will be given to applicant:
   1. Who is a College graduate of a four (4)-year course
   2. With strong IT skills/computer-literate (e.g. Word Processor, Excel, Powerpoint)
   3. With at least 4 years of relevant work experience
   4. Who is not more than 40 years of age

Application should be addressed to:

PROF. NIEVES A. TOLEDO
College Secretary
College of Fisheries and Ocean Sciences
University of the Philippines Visayas
Miagao, Iloilo 5023

Deadline of submission of application is on July 21, 2015.