NOTICE OF JOB VACANCY

The Office of the University Registrar is accepting applications for:

**ADMINISTRATIVE OFFICER IV**
(SG 15, PSI NO. ADOF4 – 1027-2004)

MINIMUM REQUIREMENTS:

- Bachelor’s degree
- 2 years of relevant experience
- 8 hours of relevant training
- Career Service (Professional) – Second Level Eligibility

PREFERENCE WILL BE GIVEN TO APPLICANTS WITH THE FOLLOWING QUALIFICATIONS:

- Has earned units in graduate course relevant to the job
- With relevant experience in supervision of administrative personnel, requisition of office supplies & equipment and other administrative officer function
- Competent in both oral and written communication particularly in transcribing and preparing drafts of minutes.
- With knowledge on UP academic policies and guidelines
- With cheerful disposition towards work
- Tactful in dealing with clients and co-workers
- Willing to multi-task
- With strong IT skills for the implementation of eUP

Please submit the following required documents not later than Friday, 22 May 2015:

1. Application letter
2. Curriculum vitae with recent 2x2 ID picture
3. One copy each of
   - Original Official Transcript of Records
   - Photocopy of diploma
   - Photocopy of certificates of trainings attended and awards received
4. Performance Evaluation Report or certifications from the unit head/authorized official of numerical and adjectival ratings for the last two rating periods (January to June 2014 and July to December 2014)
5. Certificate of employment from previous employers

To:

Prof. Jose A. Go
University Registrar
UP Visayas
5023 Miagao, Iloilo