



AVAILABLE JOB VACANCIES

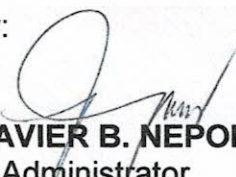
- One (1) Nurse I (SG-15)
- One (1) Administrative Assistant III (SG-9)
- One (1) Administrative Aide IV (SG-4)
- One (1) Administrative Aide II (SG-2)

Position Title (Parenthetical Title, if applicable)	Salary/ Job/ Pay Grade	Qualification Standards					Place of Assignment
		Education	Training	Experience	Eligibility	Competency (if applicable)	
Nurse I	15	Bachelor of Science in Nursing	None required	None required	RA 1080 (RN)		Infirmary
Administrative Assistant III	9	Completion of two years studies in college or High School graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Relevant MC 11, s. 1996 Career Service (Subprofessional)/First Level Eligibility	*Computer literate *Good in oral and written communications	Human Resource Office
Administrative Aide IV	4	Completion of two years studies in college or High School graduate with relevant vocational/trade course	None required	None required	Relevant MC 11, s. 1996 Career Service (Subprofessional)/First Level Eligibility	*Computer literate *Good in oral and written communications	Office of the Director for Curriculum & Instruction
Administrative Aide II	2	Must be able to read and write/Elementary School Graduate	None required	None required	None required	Knowledgeable in computer hardware and software repair, troubleshooting and network management	Computer Laboratory

Prepared by:


EVANGELYN S. LUNGAY
 Administrative Aide IV

Noted by:


JOHN XAVIER B. NEPOMUCENO
 Campus Administrator