



Archaeological Studies Program
University of the Philippines Diliman
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CALL FOR APPLICANTS

SENIOR OFFICE AIDE Non-UP Contractual (Salary: Equivalent to SG 8-1)

Minimum Qualifications:

- Graduate of a bachelor's degree
- Proficient in using MS Office, Google Suite and other related applications
- Able to multitask and work under pressure
- Effective communication and writing skills
- Team player
- At least 1 year of relevant experience

For interested applicants, please email the following documents to asp.upd@up.edu.ph with the subject ASP-SOA-Application-Full Name (e.g., ASP-SOA-Application-Juan Dela Cruz) by 01 August 2022:

- Application Letter addressed to:

GRACE BARRETTO-TESORO, Ph.D.
Director
Archaeological Studies Program
University of the Philippines Diliman

- Updated Resume
- Official Transcript of Records and Diploma
- Recommendation letter from supervisor or professor (This should be submitted via email ONLY by the recommender directly to ASP (asp.upd@up.edu.ph)).