### UNIVERSITY OF THE PHILIPPINES LOS BAÑOS
College, Laguna

#### R E P S BULLETIN OF VACANT POSITIONS #2015-13

dtd. 1/13/2015

<table>
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<tr>
<th>COLLEGE/UNIT</th>
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<th>ITEM NO.</th>
<th>MINIMUM REQUIREMENTS</th>
<th>EXPERIENCE</th>
<th>ELIGIBILITY</th>
<th>DUE</th>
<th>CONTACT PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Makiling Center for Mountain Ecosystems, College of Forestry and Natural Resources</td>
<td>University Extension Specialist II  (SG-18)</td>
<td>UPSB-UEKSP2-72-1998</td>
<td>1. MA or MS degree plus 12 units of advanced graduate work completed; or 2. MA or MS degree; or 3. AB or BS degree plus 18 units of graduate work completed</td>
<td>1. None required; or 2. 3 years of experience in designing and/or conducting training programs, or in teaching at the collegiate level, or in supervisory/consultancy work, or as Training Officer/Associate or 6 years of experience as University Extension Associate I or II; or 3. 5 years of experience in designing and/or conducting training programs, or in teaching in the collegiate level, or in supervisory/consultancy work, or as Training Officer/Associate or 10 years of experience as Univeristy Extension Associate I or II</td>
<td>None required</td>
<td>15-Feb-15</td>
<td>DR. NATHANIEL C. BANTAYAN Director, MICME</td>
</tr>
</tbody>
</table>

**IMPORTANT:**

Send application letter (addressed to the Chancellor), personal data sheet, diploma, transcript of records, NBI clearance, birth certificate (NSO) and other credentials to the HRDO.

Noted by:

**BERNADETTE B. BIRUAR**
Supervising Administrative Officer

**SERLIE B. JAMIAS**
Vice Chancellor for Community Affairs

**REX B. DEMAFELIS**
Vice Chancellor for Research and Extension
<table>
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<th>CONTACT PERSON</th>
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<tbody>
<tr>
<td>Makiling Center for Mountain Ecosystems, College of Forestry and Natural Resources</td>
<td>University Extension Specialist II (SG-18)</td>
<td>UPSB-UEXP2-72-1998</td>
<td>1. MA or MS degree plus 12 units of advanced graduate work completed; or 2. MA or MS degree; or 3. AB or BS degree plus 18 units of graduate work completed</td>
<td>1. None required; or 2. 3 years of experience in designing and/or conducting training programs, or in teaching at the collegiate level, or in supervisory/consultancy work, or as Training Officer/Associate or 6 years of experience as University Extension Associate I or II; or 3. 5 years of experience in designing and/or conducting training programs, or in teaching in the collegiate level, or in supervisory/consultancy work, or as Training Officer/Associate or 10 years of experience as University Extension Associate I or II</td>
<td>None required</td>
<td>15-Feb-15</td>
<td>DR. NATHANIEL C. BANTAYAN Director, MCME</td>
</tr>
</tbody>
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**IMPORTANT:**
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Noted by:

BERNADETTE B. BIRUAR
Supervising Administrative Officer

REX B. DEMAFELIS
Vice Chancellor for Research and Extension
**UNIVERSITY OF THE PHILIPPINES LOS BAÑOS**  
College, Laguna  
**R.E.P.S. BULLETIN OF VACANT POSITIONS #2015-14**

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<td>Office of the Coordinator for Research, Extension and Linkages</td>
<td>University Extension Specialist II (SG-18)</td>
<td>UPSB-U EPS2-59-1998</td>
<td><strong>EDUCATION</strong></td>
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<td>1. MA or MS degree plus 12 units of advanced graduate work completed; or</td>
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<td></td>
<td>2. MA or MS degree; or</td>
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<tr>
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<td></td>
<td>3. AB or BS degree plus 18 units of graduate work completed</td>
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<td></td>
<td><strong>EXPERIENCE</strong></td>
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<td></td>
<td></td>
<td>1. None required; or</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>2. 3 years of experience in designing and/or conducting training programs, or in teaching at the collegiate level, or in supervisory/consultancy work, or as Training Officer/Associate or 6 years of experience as University Extension Associate I or II; or</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>3. 5 years of experience in designing and/or conducting training programs, or in teaching in the collegiate level, or in supervisory/consultancy work, or as Training Officer/Associate or 10 years of experience as University Extension Associate I or II</td>
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</tbody>
</table>

**Specific Qualification:**  
Preferably:  
1) Experience and Knowledge in Management Information System and database design;  
2) Knowledge in html, php, mysql and graphic design  
3) Experience in development of extension program public affairs program;  
4) At least 5 years experience in writing, editing, proofreading and lay-outing;  
5) Speaks and writes clearly and effectively  
6) At least Masteral degree

**IMPORTANT:**  
Send application letter (addressed to the Chancellor), personal data sheet, diploma, transcript of records, NBI clearance, birth certificate (NSO) and other credentials to the HRDO.

Noted by:  

BERNADETTE B. BIRUAR  
Supervising Administrative Officer

REX B. DEMAFALESI  
Vice Chancellor for Research and Extension
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS  
College, Laguna  
**R E P S  BULLETIN OF VACANT POSITIONS #2015-16**  
dtd. 1/13/2015

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<tbody>
<tr>
<td>Crop Production Management Division, Crop Science Cluster, College of Agriculture</td>
<td>(2) University Research Associate I (SG-12)</td>
<td>UPSB-UNIRA1-202-1998</td>
<td>AB or BS degree relevant to the nature of the work in the position</td>
<td>None required</td>
<td>31-Jan-15</td>
<td>ASST. PROF. NORMA G. MEDINA Division Head, CPMD-CA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>UPSB-UNIRA1-220-1998</td>
<td>Specific Qualification: BS Horticulture/Forestry</td>
<td>None required</td>
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<td></td>
<td></td>
<td></td>
<td>At least one year experience in crop production and management</td>
<td></td>
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</tr>
</tbody>
</table>

**IMPORTANT:**

Send application letter (addressed to the Chancellor), personal data sheet, diploma, transcript of records, NBI clearance, birth certificate (NSO) and other credentials to the HRDO.

**Noted by:**

**BERNADETTE B. BIRUAR**  
Supervising Administrative Officer

**REX B. DEMAFELIS**  
Vice Chancellor for Research and Extension
### UNIVERSITY OF THE PHILIPPINES LOS BAÑOS
College, Laguna

**REPS BULLETIN OF VACANT POSITIONS #2015-17**

dtd: 1/13/2015

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<tr>
<td>Crop Production Management Division, Crop Science Cluster, College of Agriculture</td>
<td>(2) University Research Associate II (SG-14)</td>
<td>UPSB-UNIRA2 188-1998</td>
<td>1. AB or BS degree relevant to the nature of the work in the position plus 18 units of graduate work completed; or 2. AB or BS degree relevant to the nature of the work in the position plus 6 units of graduate work completed; or 3. AB or BS degree relevant to the nature of the work in the position</td>
<td>None required; or 2. 2 years of experience in mid-level research operations, or as University Research Associate I; or 3. 3 years of experience in mid-level research operations, or as University Research Associate I</td>
<td>None Required</td>
<td>31-Jan-15</td>
</tr>
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</table>

**Specific Qualification:**

- MS Forestry
- BS Horticulture / Agronomy plus 18 units of graduate work completed and at least 3 years of working experience in Tissue culture and Biotechnology

---

**IMPORTANT:**

Send application letter (addressed to the Chancellor), personal data sheet, diploma, transcript of records, NBI clearance, birth certificate (NSO) and other credentials to the HRDO.

Noted by:

BERNADETTE B. BIRUAR
Supervising Administrative Officer

REX B. DEMAFELIS
Vice Chancellor for Research and Extension
# UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

## College, Laguna

### R E P S BULLETIN OF VACANT POSITIONS #2015-18
dtd. 1/13/15

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<tbody>
<tr>
<td>Crop Production Management Division, Crop Science Cluster, College of Agriculture</td>
<td>(2) University Researcher</td>
<td>UPSB-UNIR1-295-1998</td>
<td>1. MS or MA degree; or 1. None required; or</td>
<td>None required</td>
<td>31-Jan-15</td>
<td>ASST. PROF. NORMA G. MEDINA Division Head, CPMD - CA</td>
</tr>
<tr>
<td></td>
<td>(5G-16)</td>
<td>UPSB-UNIR1-312-1998</td>
<td>2. AB or BS Degree plus 18 units of graduate work completed; or 2. 2 years of experience in mid-level research operations, or as Univ. Research Associate I or II; or</td>
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<td></td>
<td></td>
<td></td>
<td>3. AB or BS Degree</td>
<td>3. 5 years of experience in mid-level research operations, or as Univ. Research Associate I or II</td>
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</table>

**Specific Qualification:**

MS Horticulture / Agronomy graduate & at least 5 years experience in Crop Production specializing in Tissue Culture / Biotechnology or BS graduate plus 18 units of graduate work completed & at least 5 years experience in crop production and management

---

**IMPORTANT:**

Send application letter (addressed to the Chancellor), personal data sheet, diploma, transcript of records, NBI clearance, birth certificate (NSO authenticated) and other credentials to the **HRDO**.

---

**Noted by:**

**BERNADETTE B. BIRUAR**
Supervising Administrative Officer

**REX B. DEMAFELIS**
Vice Chancellor for Research and Extension
## UNIVERSITY OF THE PHILIPPINES LOS BAÑOS
College, Laguna

### R E P S  BULLETIN OF VACANT POSITIONS #2015-19

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<tr>
<td>Crop Production Management Division, Crop Science Cluster, College of Agriculture</td>
<td>University Researcher III (SG-20)</td>
<td>UPSB-UNIR3-130-1998</td>
<td>1. MA or MS degree plus 24 units of advanced graduate work completed; or 2. MA or MS degree plus 12 units of advanced graduate work completed; or 3. MA or MS degree; or 4. BS or BS degree plus 21 units of graduate work</td>
<td>1. None required; or 2. 3 years of experience in formulating research designs and/or conducting research, or as University Researcher I or II; or 3. 5 years of experience in formulating research designs and/or conducting research, or as University Researcher I or II; or 4. 7 years of experience in formulating research designs and/or conducting research, or as University Researcher I or II</td>
<td>None required</td>
<td>31-Jan-15</td>
</tr>
</tbody>
</table>

### Specific Qualification:

- MS graduate & at least 10 years working experience, knowledgeable in Crop Production specializing in Tissue Culture/Biotechnology (Orchids and other Ornamental Crops)

### IMPORTANT:

Send application letter (addressed to the Chancellor), personal data sheet, diploma, transcript of records, NBI clearance, birth certificate (NSO authenticated) and other credentials to the HRDO.

Noted by:

BERNADETTE B. BIRUAR
Supervising Administrative Officer

REX B. DEMAFELIS
Vice Chancellor for Research and Extension
### UNIVERSITY OF THE PHILIPPINES LOS BAÑOS
College, Laguna

**R E P S  BULLETIN OF VACANT POSITIONS #2015-20**
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<tbody>
<tr>
<td>University Library</td>
<td>College Librarian III (SG-18)</td>
<td>UPSB-CL3-64-1998</td>
<td>1. MA or MS degree plus 12 units of advanced graduate work completed; or 2. MA or MS degree; or 3. AB or BS degree plus 18 units of graduate work completed</td>
<td>RA 1080 (Librarian)</td>
<td>30-Jan-15</td>
<td>MS. CONCEPCION DL. SAUL Univeristy Librarian</td>
</tr>
</tbody>
</table>

**Specific Qualification:**
1. Must have an advanced knowledge in IT
2. Can design and maintain the Library Webpage using Joomla or any Web content management system;
3. At least 2 years supervisory and management experience

**IMPORTANT:**
Send application letter (addressed to the Chancellor), personal data sheet, diploma, transcript of records, NBI clearance, birth certificate (NSO authenticated) and other credentials to the HRDO.

---

Noted by:

BERNADETTE B. BIRUAR
Supervising Administrative Officer

REX B. DEMAFELIS
Vice Chancellor for Research and Extension
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<tbody>
<tr>
<td>Office of Alumni</td>
<td>University Research Associate II</td>
<td>UPSB-UNIRA2 292-1998</td>
<td>1. AB or BS degree relevant to the nature of the work in the position plus 18 units of graduate work completed; or</td>
<td>None required; or</td>
<td>None Required</td>
<td>30-Jan-15</td>
<td>Dr. Sue Liza C. Saguiguit</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2. AB or BS degree relevant to the nature of the work in the position plus 6 units of graduate work completed; or</td>
<td>2. 2 years of experience in mid-level research operations, or as University Research Associate I; or</td>
<td></td>
<td></td>
<td>Director, OAR</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3. AB or BS degree relevant to the nature of the work in the position</td>
<td>3. 3 years of experience in mid-level research operations, or as University Research Associate I</td>
<td></td>
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Specific Qualification:
- Bachelor's degree in Computer Science, Information Technology or related field
- Minimum 2 years work experience in data processing and management
- Experience in database programming tools
- Experience in database administration
- Knowledge in research operation
- Good oral and written communication skills

IMPORTANT:
Send application letter (addressed to the Chancellor), personal data sheet, diploma, transcript of records, NBI clearance, birth certificate (NSO) and other credentials to the HRDO.

Noted by:

BERNADETTE B. BIRUAR
Supervising Administrative Officer

REX B. DEMAFELIS
Vice Chancellor for Research and Extension
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<tr>
<td>University Library</td>
<td>College Librarian III (SG-18)</td>
<td>UPSB-CL3-64-1998</td>
<td>1. MA or MS degree plus 12 units of advanced graduate work completed; or 2. MA or MS degree; or 3. AB or BS degree plus 18 units of graduate work completed</td>
<td>RA 1080 (Librarian)</td>
<td>30-Jan-15</td>
<td>MS. CONCEPCION DL. SAUL Univeristy Librarian</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1. None required; or 2. 3 years of professional experience in library/ information work or in teaching Library Science/ Information Science/ Management; or 3. 6 years of professional experience in library/ information work or in teaching Library Science/ Information Science/ Management</td>
<td></td>
<td></td>
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</tr>
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</table>

**Specific Qualification:**

1. Must have an advanced knowledge in IT  
2. Can design and maintain the Library Webpage using Joomla or any Web content management system;  
3. At least 2 years supervisory and management experience

**IMPORTANT:**

Send application letter (addressed to the Chancellor), personal data sheet, diploma, transcript of records, NBI clearance, birth certificate (NSO authenticated) and other credentials to the HRDO.

Noted by:

BERNADETTE B. BIRUAR  
Supervising Administrative Officer

Vice Chancellor for Research and Extension

SERLIE B. JAMIAS  
Vice Chancellor for Community Affairs
**UNIVERSITY OF THE PHILIPPINES LOS BAÑOS**  
College, Laguna  
**REPS BULLETIN OF VACANT POSITIONS #2015-21**

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<tbody>
<tr>
<td>Office of Alumni Relations</td>
<td>University Research Associate II (SG-14)</td>
<td>UP58-UNIRA2 292-1998</td>
<td>1. AB or BS degree relevant to the nature of the work in the position plus 18 units of graduate work completed; or 2. AB or BS degree relevant to the nature of the work in the position plus 6 units of graduate work completed; or 3. AB or BS degree relevant to the nature of the work in the position</td>
<td>None required; or 2. 2 years of experience in mid-level research operations, or as University Research Associate I; or 3. 3 years of experience in mid-level research operations, or as University Research Associate I</td>
<td>None Required</td>
<td>30-Jan-15</td>
<td>Dr. Sue Liza C. Saguiguit Director, OAR</td>
</tr>
</tbody>
</table>

**Specific Qualification:**
- Bachelor's degree in Computer Science, Information Technology or related field
- Minimum 2 years work experience in data processing and management
- Experience in database programming tools
- Experience in database administration
- Knowledge in research operation
- Good oral and written communication skills

**IMPORTANT:**
Send application letter (addressed to the Chancellor), personal data sheet, diploma, transcript of records, NBI clearance, birth certificate (NSO) and other credentials to the HRDO.

Noted by:

BERNADETTE B. BIRUAR  
Vice Chancellor for Community Affairs

SERLIE B. JAMIAS  
Vice Chancellor for Research and Extension
PLEASE CIRCULATE/POST AT YOUR BULLETIN BOARD

UNIVERSITY OF THE PHILIPPINES LOS BAÑOS
College, Laguna

REPS BULLETIN OF VACANT POSITIONS #2015-16
dtd. 1/13/2015

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<tbody>
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<td>Crop Production Management Division, Crop Science Cluster, College of Agriculture</td>
<td>(2) University Research Associate I (SG-12)</td>
<td>UPSB-UNIRA1-202-1998</td>
<td>AB or BS degree relevant to the nature of the work in the position</td>
<td>None required</td>
<td>None required</td>
<td>31-Jan-15</td>
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<td>UPSB-UNIRA1-220-1998</td>
<td>Specific Qualification: BS Horticulture/Forestry</td>
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<td></td>
<td>At least one year experience in crop production and management</td>
<td></td>
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IMPORTANT:
Send application letter (addressed to the Chancellor), personal data sheet, diploma, transcript of records, NBI clearance, birth certificate (NSO) and other credentials to the HRDO.

Noted by:

BERNADETTE B. BIRUAR
Supervising Administrative Officer

REX B. DEMAFELIS
Vice Chancellor for Research and Extension

SERLIE B. JAMIAS
Vice Chancellor for Community Affairs
### UNIVERSITY OF THE PHILIPPINES LOS BAÑOS
College, Laguna

**RESP BULLETIN OF VACANT POSITIONS #2015-18**

dtd. 1/13/15

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<tbody>
<tr>
<td>Crop Production Management Division, Crop Science Cluster, College of Agriculture</td>
<td>(2) University Researcher I (SG-16)</td>
<td>UPSB-UNIR1-295-1998, UPSB-UNIR1-312-1998</td>
<td>1. MS or MA degree; or 2. AB or BS Degree plus 18 units of graduate work completed; or 3. AB or BS Degree</td>
<td>None required; or 2. 2 years of experience in mid-level research operations, or as Univ. Research Associate I or II; or 3. 5 years of experience in mid-level research operations, or as Univ. Research Associate I or II</td>
<td>None required</td>
<td>31-Jan-15</td>
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</table>

**Specific Qualification:**

- MS Horticulture / Agronomy graduate & at least 5 years experience in Crop Production specializing in Tissue Culture / Biotechnology or
- BS graduate plus 18 units of graduate work completed & at least 5 years experience in crop production and management

**IMPORTANT:**

Send application letter (addressed to the Chancellor), personal data sheet, diploma, transcript of records, NBI clearance, birth certificate (NSO authenticated) and other credentials to the HRDO.

**Noted by:**

BERNADETTE B. BIRUAR
Supervising Administrative Officer

REX B. DEMAFELIS
Vice Chancellor for Research and Extension

SERLIE B. JAMIAS
Vice Chancellor for Community Affairs
**UNIVERSITY OF THE PHILIPPINES LOS BAÑOS**
College, Laguna

**REPS BULLETIN OF VACANT POSITIONS #2015-19**
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<tbody>
<tr>
<td>Crop</td>
<td>University Researcher III</td>
<td>UPSB-UNIR3-130-1998</td>
<td>1. MA or MS degree plus 24 units of advanced graduate work completed; or 2. MA or MS degree plus 12 units of advanced graduate work completed; or 3. MA or MS degree; or 4. AB or BS degree plus 21 units of graduate work</td>
<td>1. None required; or 2. 3 years of experience in formulating research designs and/or conducting research, or as University Researcher I or II; or 3. 5 years of experience in formulating research designs and/or conducting research, or as University Researcher I or II; or 4. 7 years of experience in formulating research designs and/or conducting research, or as University Researcher I or II</td>
<td>None required</td>
<td>31-Jan-15</td>
<td>ASST. PROF. NORMA G. MEDINA Division Head, CPMD - CA</td>
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<tr>
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**Specific Qualification:**
MS graduate & at least 10 years working experience, knowledgeable in Crop Production specializing in Tissue Culture / Biotechnology (Orchids and other Ornamental Crops)

**IMPORTANT:**
Send application letter (addressed to the Chancellor), personal data sheet, diploma, transcript of records, NBI clearance, birth certificate (NSO authenticated) and other credentials to the HRDO.

**Noted by:**

BERNADETTE B. BIRUAR
Supervising Administrative Officer

SERLIE B. JAMIAS
Vice Chancellor for Community Affairs

REX B. DEMAFELIS
Vice Chancellor for Research and Extension
**UNIVERSITY OF THE PHILIPPINES LOS BAÑOS**

**College, Laguna**

**REPS BULLETIN OF VACANT POSITIONS #2015-14**

<table>
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<tr>
<th>COLLEGE/UNIT</th>
<th>POSITION</th>
<th>ITEM NO.</th>
<th>MINIMUM REQUIREMENTS</th>
<th>EXPERIENCE</th>
<th>ELIGIBILITY</th>
<th>DUE</th>
<th>CONTACT PERSON</th>
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<tbody>
<tr>
<td>Office of the Coordinator for Research, Extension and Linkages</td>
<td>University Extension Specialist II (SG-18)</td>
<td>UPSB-UEDSP2-59-1998</td>
<td>1. MA or MS degree plus 12 units of advanced graduate work completed; or 2. MA or MS degree; or 3. AB or BS degree plus 18 units of graduate work completed</td>
<td>1. None required; or 2. 3 years of experience in designing and/or conducting training programs, or in teaching at the collegiate level, or in supervisory/consultancy work, or as Training Officer/Associate or 6 years of experience as University Extension Associate I or II; or 3. 5 years of experience in designing and/or conducting training programs, or in teaching in the collegiate level, or in supervisory/consultancy work, or as Training Officer/Associate or 10 years of experience as University Extension Associate I or II</td>
<td>None required</td>
<td>12-Feb-15</td>
<td>DR. MARILYN O. QUIMADO Coordinator, OCREL College of Forestry and Natural Resources</td>
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</tbody>
</table>

**Specific Qualification:**
- Preferably:
  1) Experience and Knowledge in Management Information System and database design;
  2) Knowledge in html, php, mysql and graphic design
  3) Experience in development of extension program public affairs program;
  4) At least 5 years experience in writing, editing, proofreading and lay-outing;
  5) Speaks and writes clearly and effectively
  6) At least Masteral degree

**IMPORTANT:**

Send application letter (addressed to the Chancellor), personal data sheet, diploma, transcript of records, NBI clearance, birth certificate (NSO) and other credentials to the HRDO.

**Noted by:**

BERNADETTE B. BIRUAR
Supervising Administrative Officer

SERIE B. JAMIAS
Vice Chancellor for Community Affairs