



University of Southeastern Philippines
Human Resource Management Division

NON-TEACHING POSITION FOR HIRING

The University of Southeastern Philippines (USEP) is in need of additional non-teaching personnel and willing to be assigned in Obrero Campus.

Position	Item Number and Monthly Salary	Available Item and Place of Assignment	Minimum Qualifications
Administrative Officer V (Cashier)	USPB-ADOF5-42-2004 and P40, 637.00	One (1) - Finance Division-USEP, Obrero Campus	Have a Bachelor's degree in Business Administration or any degree relevant to the job
			Must have a Career Service Professional Eligibility (Second Level)
			Must have at least two (2) years of relevant experience
			Must have at least eight (8) hours of relevant trainings
			Must be a person of proven competence, integrity and probity
			No pending complaints, administrative and criminal case

Interested Applicants may submit their Application Documents to:

Dr. CYNTHIA S. ALPAS

Director, Human Resource Management Division
University of Southeastern Philippines
Iñigo St., Bo. Obrero, Davao City

Or may apply online at: hrmd@usep.edu.ph

For inquiries, please contact (082) 227-8192 local 208

APPLICATION DOCUMENTS include:

- Application Letter
- Personal Data Sheet (CSC Form Revised 2017)
- Transcript of Records (TOR) of highest educational attainment
- Certificate of Employment and Certificate of related Trainings Attended
- Certificate/s of Eligibility

Deadline of Submission of Application: March 1, 2019