



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 with the following expertise and willing to be assigned in Obrero Campus.

Specialization	Brief Description
Administrative Officer V (Budget Officer)	<ul style="list-style-type: none">• Have a Bachelor's degree relevant to the job• She/He must be a Certified Public Accountant (CPA)• She/He has a Career Service Professional/Second Level Eligibility• She/He must have at least two (2) years of relevant work experience• In addition, she/he have at least eight (8) hours of relevant training
College Librarian I	<ul style="list-style-type: none">• Have a Bachelor's degree in Library Science or Information Science or Bachelor of Science in Educ/Arts major in Library Science• She/He has an RA 1080 Eligibility
Librarian I	<ul style="list-style-type: none">• Have a Bachelor's degree in Library Science or Information Science or Bachelor of Science in Educ/Arts major in Library Science• She/He has an RA 1080 Eligibility

Interested Applicants may submit their Application Documents such as:

- Intent letter addressed to:

DR. CYNTHIA S. ALPAS
Human Resource Management Division
University of Southeastern Philippines
Obrero, Davao City

- Curriculum Vitae
- Transcript of Records (TOR)
- Certificate of Employment
- Certificates of Eligibility and related Training/Seminars attended

Or may apply online at: hcmd@usep.edu.ph
For inquiries: Please contact (082) 227-8192 local 208

Deadline submission of Application: June 29, 2018