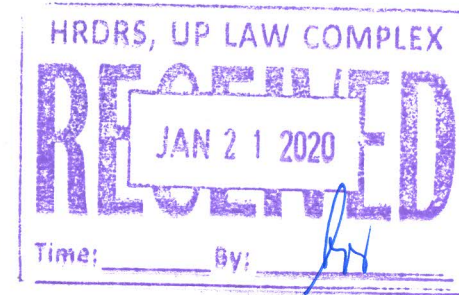


U.P. Law Complex
Administrative Division
Human Resource Development and Records Section




ANNOUNCEMENT OF VACANT NON-UP CONTRACTUAL POSITIONS No. 2020-04

POSITION TITLE and SALARY	OFFICE/SECTION	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Senior Office Assistant (Graphic and Lay-out Artist) P1,132.04/day	Information and Publication Division	Bachelor's degree relevant to the job	One (1) year relevant experience	Four (4) hours relevant training	Career Service Sub- Professional/ First Level Eligibility	Wednesday, 22 January 2020

Duties and Responsibilities: Graphic design for product development and marketing, and promotions for publications; lay-out design, checking manuscript content and style consistency; content generation and management for information dissemination, marketing and promotions via print/online; content generation for archival purposes; assisting the Head of the Department on current projects; and facilitating editorial workflow with updated status sheets and coordinating with authors/publishers for quality checks.

Applications must be submitted to the Human Resource Development and Records Section on or before the deadline with **complete attachments** listed below:

- a. Letter of application
- b. Fully accomplished Personal Data Sheet (PDS)
- c. Certificates of employment
- d. Certificates of training
- e. Certificate of eligibility, if required


JAY L. BATONGBACAL
 Associate Dean
 16 January 2020

NOTE: Applications with incomplete attachments shall not be entertained.