ANNOUNCEMENT

The Philippine Center for Economic Development is in need of a student assistant for Finance Division to perform the following tasks:

1. Electronic Filing of documents
2. Scanning of documents
3. Tagging of documents
4. Electronic database

Skill Requirements:

- Computer Literate
- Knowledge in MS Office (particularly MS excel)
- Highly Organized

Applicants must be:

- enrolled for current semester
- At least 2nd year college
- In good class standing (no incomplete/failed grade)
- Willing to render at least 3 hours/day @ P50.00/hour

For qualified applicants please see Ms. Juliet R. Gordulan at Room 206 of the School of Economics Building and bring the following requirements:

- Application letter (addressed to Dr. Renato E. Reside, Jr., Director for Finance)
- ID picture size 1×1
- Certified True Copy of Grades
- Original copy of Form 5