



DIAMOND AVE. COR. QUIRINO HIGHWAY, SAN BARTOLOME,
NOVALICHES, Q. C., 1116 (near SM Novaliches & TV5)

hr.medj@gmail.com or hr.stinovaliches@gmail.com

❖ **School Librarian:**

- ✓ Graduate of Bachelor's Degree in LIBRARY and INFORMATION SCIENCE
- ✓ Knowledgeable in LIBRARY SERVICES, PROGRAMS & PROCESS
- ✓ With passion in teaching & good communication skills
- ✓ Female/Male, people oriented & w/ pleasing personality
- ✓ Related experience is NOT REQUIRED (PROVIDED S/HE IS LICENSED)
- ✓ Willing to WORK ASAP

❖ **IT or Computer Engineer Instructors:**

- ✓ Graduate of Bachelor's Degree in INFO. TECHNOLOGY or COMPUTER ENG'G.
- ✓ Knowledgeable in different Programming Language (e.q. C#, Java, ASP. NET C#)
- ✓ With passion in teaching & good communication skills
- ✓ Female/Male, people oriented & w/ pleasing personality
- ✓ Related experience is an ADVANTAGE (but FRESH GRAD CAN APPLY)
- ✓ Willing to WORK ASAP

❖ **Bus. Management or Entrepreneurship Instructors:**

- ✓ Graduate of Bachelor's Degree in BUS. MANAGEMENT or ENTREPRENEURSHIP
- ✓ Knowledgeable in different facets in Bus. Management or Entrepreneur
- ✓ With passion in teaching & good communication skills
- ✓ Female/Male, people oriented & w/ pleasing personality
- ✓ Related experience is an ADVANTAGE (but FRESH GRAD CAN APPLY)
- ✓ Willing to WORK ASAP

❖ **Accounting Instructors:**

- ✓ Graduate of Bachelor's Degree in ACCOUNTANCY
- ✓ Knowledgeable in general accounting
- ✓ With passion in teaching & good communication skills
- ✓ Female/Male, people oriented & w/ pleasing personality
- ✓ Related experience is an ADVANTAGE (but FRESH GRAD CAN APPLY)
- ✓ Willing to WORK ASAP



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❖ **Physical Science/Physics Instructors:**

- ✓ Graduate of Bachelor's Degree in Secondary Education MAJOR IN PHYSICS or equivalent
- ✓ With passion in teaching & good communication skills
- ✓ Female/Male, people oriented & w/ pleasing personality
- ✓ Related experience is an ADVANTAGE (but FRESH GRAD CAN APPLY)
- ✓ Willing to WORK ASAP

❖ **Hotel & Restaurant Management (HRM) Instructors:**

- ✓ Graduate of Bachelor's Degree in HRM or equivalent
- ✓ Knowledgeable in different facets in Hotel & Restaurant management (HRM)
- ✓ With passion in teaching & good communication skills
- ✓ Female/Male, people oriented & w/ pleasing personality
- ✓ Related experience is an ADVANTAGE (but FRESH GRAD CAN APPLY)
- ✓ Willing to WORK ASAP

❖ **Admission Officer:**

- ✓ Graduate of Bachelor's Degree in TOURISM MNG'T. or MARKETING or MASSCOM
- ✓ Knowledgeable in hospitality management & customer service
- ✓ Female, people oriented & w/ pleasing personality
- ✓ Related experience is an ADVANTAGE (but FRESH GRAD CAN APPLY)
- ✓ Willing to WORK ASAP

❖ **Student Affairs Officer:**

- ✓ Graduate of ANY Bachelor's Degree (PREFERABLY: MARKETING or MASSCOM)
- ✓ Knowledgeable in handling different programs/events in school
- ✓ Female/Male, people oriented & w/ pleasing personality
- ✓ Related experience is an ADVANTAGE (but FRESH GRAD CAN APPLY)
- ✓ Willing to WORK ASAP