



PAMANTASAN NG LUNGSOD NG MAYNILA
(University of the City of Manila)
 Intramuros, Manila

NOTICE OF VACANT ADMINISTRATIVE POSITIONS

POSITION	SG	OFFICE/COLLEGE	ITEM NO. 2013	QUALIFICATIONS			
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Administrative Assistant VI	12	College of Engineering and Technology	103	Completion of two-year studies in college or High School Graduate with relevant vocation/ trade course	2 years relevant experience	8 hours relevant training	Career Service (Sub-professional)/ First Level Eligibility
Senior Administrative Assistant V	18	College of Liberal Arts	201	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 years relevant experience	24 hours relevant training	Career Service (Sub-professional)/ First Level Eligibility
Administrative Assistant III	9		204	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility
Computer Operator III	12	Office of the Treasurer	773	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	2 years of relevant experience	8 hours or relevant training	Career Service (Sub-professional)/ Data Encoder (MC 6, s. 2010)/ First Level Eligibility