



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

**NOTICE OF VACANT ADMINISTRATIVE POSITIONS**

POSITION	SG	OFFICE/COLLEGE	ITEM NO. BY 2011	QUALIFICATIONS			
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Administrative Assistant I	7	Cash Office	838	Must be able to read and write/Elementary School Graduate	None required	None Required	None Required (MC 11, s. 96-Cat. III)
Engineer V	24	Physical Development and Special Projects Office	975	Masteral Degree	4 years in position/s involving management and supervision	24 hours of training in management and supervision	RA 1080
Supply Officer II	14	Property and Supplies Office	925	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
Storekeeper IV	11	Property and Supplies Office	928	Completion of two years studies in college	2 years of relevant experience	8 hours of relevant training	Career Service (Sub-professional)/ First Level Eligibility