



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

NOTICE OF VACANT ADMINISTRATIVE POSITIONS

POSITION	SG	OFFICE/COLLEGE	ITEM NO. (Budget Year 2014)	QUALIFICATIONS			
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Utility Worker II	3	University Research Center	802	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - Cat. III)
Computer Operator III	12		798	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	2 years of relevant experience	8 hours relevant training	Career Service (Sub-professional)/ First Level Eligibility; Data Encoder (MC 6, s. 2010)
University Researcher II	18		795	Bachelor's degree	2 years of relevant experience	8 hours of training	Career Service (Professional)/ Second Level Eligibility
Executive Assistant IV	22	Office of the Executive Vice President	31	Bachelor's degree	4 years of experience	24 hours of training	Civil Service (Professional)/ Second Level Eligibility
Utility Worker II	3		38	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - Cat. III)