



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 2009	Q U A L I F I C A T I O N S			
				Education	Experience	Training	Eligibility
Administrative Assistant I <i>(Reproduction Machine Operator III)</i>	7	Office of the Vice President for Academic Affairs	556	Must be able to read and write/ Elementary School Graduate	None required	None required	None required (MC 11, s. 96-Cat. III)
Executive Assistant II	17	Office of the Vice President for Academic Affairs	551	Bachelor's degree	1 year of experience	4 hours of training	Civil Service (Professional)/ Second Level Eligibility
Executive Assistant III	20	Office of the Vice President for Academic Affairs	549	Bachelor's degree	2 year of experience	8 hours of training	Civil Service (Professional)/ Second Level Eligibility
Utility Worker II	3	Office of the Vice President for Academic Affairs	559	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat. III)