



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

**NOTICE OF VACANT ADMINISTRATIVE POSITIONS**

POSITION	SG	ITEM NO. (Budget Year 2017)	QUALIFICATIONS			
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Attorney III	21	6	Bachelor of Laws	1 year of relevant experience	4 hours of relevant training	RA 1080
Stenographer III	9	10	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility
Executive Assistant I	14	8	Bachelor's degree	1 year of experience	4 hours of training	Career Service (Professional)/ Second Level Eligibility
Records Officer IV	22	14	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	CS (Professional) Second Level Eligibility
Records Officer III	18	16	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility