



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

**NOTICE OF VACANT ADMINISTRATIVE POSITIONS**

POSITION	SG	ITEM NO. (Budget Year 2016)	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
Stenographer II	6	11	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First 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	15, 16	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility

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			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Attorney VI	26	38	Bachelor of Laws	3 years in position/s involving management and supervision	16 hours of training in management and supervision	RA 1080
Attorney V	25	39	Bachelor of Laws	3 years of relevant experience	16 hours of relevant training	RA1080
Attorney IV	23	40	Bachelor of Laws	2 years of relevant experience	8 hours of relevant training	RA 1080
Attorney III	21	41	Bachelor of Laws	1 year of relevant experience	4 hours of relevant training	RA 1080
Legal Researcher	13	45, 46	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility
Legal Assistant II	12	47	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility
Legal Assistant I	10	48	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility

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Internal Auditor II	15	56, 59	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility (MC 12, s. 2006)
Internal Auditor IV	22	57	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility (MC 12, s. 2006)
Vice President	27	61	Master's Degree	Five (5) years of supervisory experience	120 hours of managerial training	Appropriate eligibility for second level positions; Appropriate (RA 1080) Bar/Board (for positions involving practice of profession)
Assistant Vice President	26	62,93	Master's Degree	Five (5) years of supervisory experience	120 hours of managerial training	Appropriate eligibility for second level positions; Appropriate (RA 1080) Bar/Board (for positions involving practice of profession)
Computer Programmer III	18	67, 69	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
Information Systems Analyst I	12	65	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility
Information Systems Analyst II	16	66	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
Information Systems Researcher I	10	68	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility

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Assistant Vice President	27	86	Master's Degree	Five (5) years of supervisory experience	120 hours of managerial training	Appropriate eligibility for second level positions; Appropriate (RA 1080) Bar/Board (for positions involving practice of profession)
Attorney IV	23	430	Bachelor of Laws	2 years of relevant experience	8 hours of relevant training	RA 1080
Attorney III	21	431	Bachelor of Laws	1 year of relevant experience	4 hours of relevant training	RA 1080
College Librarian V	24	619	Masteral Degree	4 years in position/s involving management and supervision	24 hours of training in management and supervision	RA 1080
College Librarian IV	22	620	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/ Arts major in Library Science	3 years of relevant experience	16 hours of relevant training	RA 1080
Attorney II	18	673	Bachelor of Laws	None required	None required	RA 1080

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			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Guidance Services Specialist IV	22	687	Bachelor's degree in Guidance and Counseling or in any allied discipline	3 years of relevant experience	16 hours of relevant training	RA 1080 (Guidance Counselor)
Guidance Services Specialist III	20	688	Bachelor's degree in Guidance and Counseling or in any allied discipline	2 years of relevant experience	8 hours of relevant training	RA 1080 (Guidance Counselor)
Guidance Services Specialist II	18	690, 691, 692	Bachelor's degree in Guidance and Counseling or in any allied discipline	2 years of relevant experience	8 hours of relevant training	RA 1080 (Guidance Counselor)
Guidance Services Specialist I	16	694, 695, 696	Bachelor's degree in Guidance and Counseling or in any allied discipline	1 year of relevant experience	4 hours of relevant training	RA 1080 (Guidance Counselor)
Supply Officer III	18	716	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
Security Officer III	18	792, 809	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
Security Guard II	5	807	High School Graduate	None required	None required	Security Guard License (MC 10, s. 2013 - Cat. IV)

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			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Medical Officer IV	23	847	Doctor of Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080
Dentist IV	23	852	Doctor of Dental Medicine or Dental Surgery	3 years of relevant experience	16 hours of relevant training	RA 1080
Dentist I	14	853	Doctor of Dental Medicine or Dental Surgery	None required	None required	RA 1080
Budgeting Assistant	8	867	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility
Public Relations Officer V	24	906	Masteral Degree	4 years in position/s involving management and supervision	24 hours of training in management and supervision	Career Service (Professional) Second Level Eligibility

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Public Relations Officer III	18	908	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
Public Relations Officer II	15	914	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
Public Relations Officer V	24	913	Masteral Degree	4 years in position/s involving management and supervision	24 hours of training in management and supervision	Career Service (Professional) Second Level Eligibility
Driver III	8	739	Elementary School Graduate	1 year of relevant experience	4 hours of relevant training	Professional Driver's License (MC 10, s. 2013 Cat. IV)
Training Specialist III	18	838	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility

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Executive Assistant III	20	7	Bachelor's degree	2 years of experience	8 hours of training	Career Service (Professional) Second Level Eligibility
Administrative Assistant III	9	32	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) First Level Eligibility
Senior Administrative Assistant I	13	912	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	3 years of relevant experience	16 hours of relevant training	Career Service (Sub-professional) First Level Eligibility
Executive Assistant IV	22	42	Bachelor's degree	3 years of experience	16 hours of training	Career Service (Professional) Second Level Eligibility
Executive Assistant V	24	87	Bachelor's degree	4 years of experience	24 hours of training	Career Service (Professional) Second Level Eligibility
Executive Assistant IV	22	88	Bachelor's degree	3 years of experience	16 hours of training	Career Service (Professional) Second Level Eligibility
Executive Assistant IV	22	95	Bachelor's degree	3 years of experience	16 hours of training	Career Service (Professional) Second Level Eligibility
Executive Assistant II	17	99, 861	Bachelor's degree	1 year of relevant experience	4 hours of training	Career Service (Professional) Second Level Eligibility
Administrative Assistant V	11	102	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	Career Service (Subprofessional) First Level Eligibility
Supervising Administrative Officer	22	705	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility



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Administrative Assistant I	7	487	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional) First Level Eligibility
Senior Administrative Assistant II	14	493	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	3 years of relevant experience	16 hours of relevant training	Career Service (Subprofessional) First Level Eligibility
Administrative Assistant VI	12	494	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	2 years relevant experience	8 hours relevant training	Career Service (Subprofessional) First Level Eligibility
Administrative Assistant V	11	497	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	Career Service (Subprofessional) First Level Eligibility
Administrative Assistant I	7	698	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional) First Level Eligibility
Executive Assistant V	24	859	Bachelor's degree	4 years of experience	24 hours of training	Career Service (Professional) Second Level Eligibility
Executive Assistant V	24	900	Bachelor's degree	4 years of experience	24 hours of training	Career Service (Professional) Second Level Eligibility

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Senior Administrative Assistant V	18	902	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 (Subprofessional) First Level Eligibility
Computer Operator IV	14	492	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	3 years of relevant experience	16 hours of relevant training	Career Service (Subprofessional) First Level Eligibility; Data Encoder (MC 6, s. 2010)
Audio-Visual Aids Technician III	10	498	High School Graduate or Completion of relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	Audio Visual Equipment Operator/ Technician (MC 10 s. 2013 - Cat. II)
Bookbinder III	7	611	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)
Audio-Visual Equipment Operator II	5	910	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Audio Visual Equipment Operator/Technician (MC 10 s. 2013 - Cat. II)