



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

NOTICE OF VACANT ADMINISTRATIVE POSITIONS

POSITION	SG	OFFICE/COLLEGE	ITEM NO. 2013	QUALIFICATIONS			
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Senior Administrative Assistant V	18	Graduate School of Management	524	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 (Sub-professional)/ First Level Eligibility
Executive Assistant IV	22	Office of the Secretary of the University and of the Board of Regents	652	Bachelor's degree	4 years of experience	24 hours of training	Civil Service (Professional)/ Second Level Eligibility
Executive Assistant III	20	College of Medicine	481	Bachelor's degree	2 years of experience	8 hours of training	Civil Service (Professional)/ Second Level Eligibility
Senior Administrative Assistant I	13		483	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
Senior Administrative Assistant IV	16	College of Science	391	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 years or relevant experience	24 hours of relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility
Administrative Assistant VI	12	College of Engineering and Technology	104	Completion of two-year studies in college or High School Graduate with relevant vocation/ trade course	2 years relevant experience	8 hours relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility

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				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Senior Administrative Assistant V	18	Accounting Office	788, 789	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 (Sub-professional)/ First Level Eligibility
Computer Operator I	7		798	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Sub-professional)/ Data Encoder (MC 6, s. 2010)/ First Level Eligibility
Driver III	8	Office of the Vice President for Administration	833	Elementary School Graduate	1 year of relevant experience	4 hours of relevant training	Professional Driver's License (MC 10 s. 2013 - Cat. IV)
Mechanical Shop General Foreman	13		826	High School Graduate or Completion of relevant vocational/trade course	3 years of relevant experience	16 hours of relevant training	Mechanic (Automotive Servicing) (MC 10 s. 2013 - Cat. II)
Plumber II	5	Physical Development and Special Projects Office	956	Elementary School Graduate	None required	None required	Plumber (MC 10 s. 2013 - Cat. II)
Training Specialist III	18	Human Resource Development Office	689	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional)/ Second Level Eligibility