



**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
Legal Assistant I	10	Office of the University and Board Secretary	9	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility
Senior Administrative Assistant V	18	Graduate School of Health Science	641	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
Senior Administrative Assistant II	14		642	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
Computer Maintenance Technologist I	11	Office of the University Registrar	681	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility
Administrative Assistant I (Reproduction Machine Operator III)	7		689	Must be able to read and write/Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)
Management and Audit Analyst IV	22	Accounting Office	851	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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Accountant III	19	Accounting Office	852	Bachelor's degree in Commerce/Business Administration major in Accounting	2 years of relevant experience	8 hours of relevant training	RA 1080
Senior Computer Operator II	18		857	Bachelor's degree	2 years of relevant experience	8 hours relevant training	Career Service (Professional)/ Second Level Eligibility; Data Encoder (MC 6, s. 2010)
Computer Operator IV	14		861; 862; 863	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 (Sub-professional)/ First Level Eligibility; Data Encoder (MC 6, s. 2010)/
Senior Reproduction Machine Operator	10		866	High School Graduate	2 years of relevant experience	8 hours of relevant training	None required (MC 10, s. 2013 - Cat. III)
Senior Computer Operator II	18	Budget and Planning Office	882	Bachelor's degree	2 years of relevant experience	8 hours relevant training	Career Service (Professional)/ Second Level Eligibility; Data Encoder (MC 6, s. 2010)
Utility Worker II	3		886	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - Cat. III)
Security Guard III	8	University Security Group	955	High School Graduate	1 year of relevant experience	4 hours of relevant training	Security Guard License (MC 10, s. 2013 - Cat. IV)

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Security Guard II	5	University Security Group	965	High School Graduate	None required	None required	Security Guard License (MC 10, s. 2013 - Cat. IV)
Administrative Assistant I (Reproduction Machine Operator III)	7		966	Must be able to read and write/Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)
Utility Worker II	3		967	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - Cat. III)
Senior Administrative Assistant V	18	Office of the Vice President for Finance and Planning	79	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
Senior Computer Operator II	18		80	Bachelor's degree	2 years of relevant experience	8 hours relevant training	Career Service (Professional)/ Second Level Eligibility; Data Encoder MC 6, s. 2010
Electrician General Foreman	11	Physical Development and Special Projects Office	976	High School Graduate or Completion of relevant vocational/ trade course	2 years of relevant experience	8 hours of relevant training	Electrician (MC 10, s. 2013)
Senior Building Electrician A	12		973	High School Graduate or Completion of relevant vocational/ trade course	2 years of relevant experience	8 hours of relevant training	Electrician (MC 10, s. 2013)

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Senior Administrative Assistant V	18	College of Management and Entrepreneurship	370, 371	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
Administrative Assistant IV	10		374	Completion of two-year studies in college or High School Graduate with relevant vocational/rade course	2 years of relevant experience	8 hours of relevant training	Career Service (Sub-professional)/ First Level Eligibility