



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
Clerk III	6	Office of the University Registrar	693	Completion of two years studies in college	None required	None required	Career Service (Sub-professional) First Level Eligibility
Executive Assistant III	20	Office of the Vice President for Administration	55	Bachelor's degree	2 years of experience	8 hours of training	Civil Service (Professional)/ Second Level Eligibility