



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

NOTICE OF VACANT ADMINISTRATIVE POSITIONS

POSITION	SG	OFFICE/COLLEGE	ITEM NO. (2012)	QUALIFICATIONS			
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Electrician Foreman	9	Physical Development and Special Projects Office	949	High School Graduate or Completion of relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Building Wiring Electrician (MC 3,s. 2008-Cat. I)
Electrician II	6		961	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Building Wiring Electrician (MC 3,s. 2008-Cat. I)
Electrician I	4		972	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Building Wiring Electrician (MC 3,s. 2008-Cat. I)
Plumber II	5		970	Elementary School Graduate	None required	None required	Plumber (MC 3 s. 2008 Cat. II)
Draftsman IV	14		942	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) Draftsman or Illustrator (MC 3, s. 2008-Cat. II) First Level Eligibility

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				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Budget Officer IV	22	Budget and Planning Office	825	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility
Computer Operator IV	14		829	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) Data Encoder (MC 6, s. 2010) First Level Eligibility
Records Management Analyst II	14	College of Management and Entrepreneurship	237	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
Senior Administrative Assistant II	14		238	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
Audio Visual Equipment Operator III	7		242	High School Graduate or Completion of relevant vocational/trade course	None required	None required	None required (MC 11, s. 96 - Cat. III)
Administrative Assistant VI	12	Science Laboratory Services	649	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	2 years relevant experience	8 hours relevant training	Career Service (Sub-professional)/ First Level Eligibility
Laboratory Aide II	4		652	Elementary School Graduate	None required	None required	None required (MC 11, s. 96-Cat. III)

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Senior Administrative Assistant III	15	College of Nursing	294	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
Administrative Assistant I (<i>Reproduction Machine Operator III</i>)	7		297	Must be able to read and write/ Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)
Senior Administrative Assistant V	18	College of Human Development	136	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 V	18		137	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 III	15		138	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
Laboratory Technician III	10		141	Completion of two years studies in college	2 years of relevant experience	8 hours of relevant training	Career Service (Sub-professional) Laboratory Technician (MC 11, s. 96 - Cat. II) First Level Eligibility
Data Entry Machine Operator II	8		142	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) Data Encoder (MC 6, s. 2010) First Level Eligibility

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Audio Visual Equipment Operator II	5	College of Human Development	144	High School Graduate or Completion of relevant vocational/trade course	None required	None required	None required (MC 11, s. 96-Cat. III)
Administrative Assistant I (<i>Reproduction Machine Operator III</i>)	7	College of Architecture and Urban Planning	53	Must be able to read and write/ Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)
Senior Administrative Assistant V	18	College of Engineering and Technology	100	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 V	18		101	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		103	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 Operator II	9		Graduate School of Arts, Sciences and Education	499	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
Senior Administrative Assistant V	18	Accounting Office	800	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

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Senior Administrative Assistant V	18	Accounting Office	801	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 IV	14		806	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) Data Encoder (MC 6, s. 2010) First Level Eligibility
Data Entry Machine Operator III	11		809	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 (Sub-professional) Data Encoder (MC 6, s. 2010) First Level Eligibility
Computer Operator I	7		811	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
Administrative Assistant I (<i>Reproduction Machine Operator III</i>)	7		University Library	624	Must be able to read and write/ Elementary School Graduate	None required	None required
Supervising Administrative Officer	22	Office of the Vice President for Administration	836	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional Second Level Eligibility)
Human Resource Management Officer III	18	Human Resource Development Office	695	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility

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Senior Administrative Assistant II	14	Human Resource Development Office	703	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	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility
Human Resource Management Officer I	11		705	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility
Administrative Assistant I (Reproduction Machine Operator III)	7	Information Technology Center	766	Must be able to read and write/Elementary School Graduate	None required	None required	None required (MC 11, s. 96 -Cat. III)