



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

NOTICE OF VACANT ADMINISTRATIVE POSITIONS

POSITION	SG	OFFICE/COLLEGE	ITEM NO. FOR 2013	QUALIFICATIONS			
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Driver III	8	Office of the Vice President for Administration	838	Elementary School Graduate	1 year of relevant experience	4 hours of relevant training	Professional Driver's License (MC 10, s. 2013 Cat. IV)
Registrar III	18	Office of the University Registrar	545	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Civil Service (Professional) Second Level Eligibility
Administrative Assistant VI	12		551	Completion of two-year studies in college or High School Graduate with relevant vocation/ trade course	2 years relevant experience	8 hours relevant training	Career Service (Sub-professional)/ First Level Eligibility
Data Entry Machine Operator III	11		556, 557	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
Records Management Analyst I	10		560	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility

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				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Clerk IV	8	Office of the University Registrar	564	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) First Level Eligibility
Registrar II	15		546	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Civil Service (Professional) Second Level Eligibility
Data Entry Machine Operator II	8		561, 562	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
Senior Administrative Assistant IV	16	Budget Office	815	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 V	11	College of Science	393	Completion of two-year 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)/ First Level Eligibility
Laboratory Technicain II	8	Science Laboratory Services	646	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional)/ Laboratory Tech, (MC 11,s-96 Cat. II)/First Level Eligibility
College Librarian II	15	University Library	608	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	1 year of relevant experience	4 hours of relevant training	RA 1080

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College Librarian V	24	University Library	600	Masteral Degree	4 years in position/s involving management and supervision	24 hours of training in management and supervision	RA 1080
Administrative Assistant I (Reproduction Machine Operator III)	7		622	Must be able to read and write/Elementary School Graduate	None required	None required	None required (MC 11, s. 96-Cat. III)
Mechanical Plant Operator III	9	Physical Development and Special Projects Office	938	High School Graduate or Completion of relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Mechanical Equipment Operator (-50 hp) (MC 11 s. 96-Cat. II)