



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
Executive Assistant V	24	Office of the Vice President for Administration	52	Bachelor's degree	4 years of experience	24 hours of training	Civil Service (Professional)/ Second Level Eligibility
Administrative Assistant III	9	Office of the Vice President for External Affairs	86	Completion of two-year 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)/ First Level Eligibility
Messenger	2		87	Elementary School Graduate	None required	None required	None required (MC 11, s. 1996 - Cat. III)