



PAMANTASAN NG LUNGSOD NG MAYNILA

(University of the City of Manila)

Intramuros, Manila

NOTICE OF VACANT ADMINISTRATIVE POSITIONS

POSITION	SG	ITEM NO. (Budget Year 2016)	QUALIFICATIONS			
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Executive Assistant IV	22	860	Bachelor's degree	3 years of experience	16 hours of training	Career Service (Professional)/ Second Level Eligibility
Human Resource Management Officer I	11	840	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility
Training Specialist III	18	838	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional)/ Second Level Eligibility
Human Resource Management Officer III*	18	828	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
Human Resource Management Officer IV	22	837	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility

* Anticipated Vacancy

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