



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

NOTICE OF VACANT ADMINISTRATIVE POSITION

| POSITION | SG | OFFICE/COLLEGE | ITEM NO. FOR 2013 | QUALIFICATIONS | | | |
|-----------------------|----|--|-------------------------|-------------------|----------------------|---------------------|---|
| | | | | EDUCATION | EXPERIENCE | TRAINING | ELIGIBILITY |
| Executive Assistant I | 14 | Office of the University and Board Secretary | 535 | Bachelor's degree | 1 year of experience | 4 hours of training | Civil Service (Professional)/ Second Level Eligibility |