



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

NOTICE OF VACANT ADMINISTRATIVE POSITIONS

POSITION	SG	OFFICE/COLLEGE	ITEM NO. BY 2011	QUALIFICATIONS			
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Administrative Assistant I (<i>Reproduction Machine Operator III</i>)	7	College of Accountancy and Economics	43	Must be able to read and write/Elementary School Graduate	None required	None Required	None Required (MC 11, s. 96-Cat. III)
Clerk III	6		44	Completion of two years studies in college	None required	None Required	Career Service Subprofessional (First Level Eligibility)
Clerk II	4		45	Completion of two years studies in college	None required	None Required	Career Service Subprofessional (First Level Eligibility)
Laboratory Inspector III	14	Science Laboratory Services	679	Completion of two years studies in college	3 years of relevant experience	16 hours of relevant training	Career Service (Subprofessional) Laboratory Technician (MC 11, s. 96 Cat. II) First Level Eligibility

POSITION	SG	OFFICE/COLLEGE	ITEM NO. BY 2011	QUALIFICATIONS			
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Administrative Officer II	15	Office of the Vice President for Administration	876	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
Utility Worker II	3	Procurement Office	763	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat. III)
Administrative Aide II	2	Office of the University Gymnasium Manager	901	Must be able to read and write/Elementary School Graduate	None Required	None Required	None Required
Administrative Aide II	2		902	Must be able to read and write/Elementary School Graduate	None Required	None Required	None Required