



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)	¹ QUALIFICATIONS			
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
University/College Vice President IV - <i>(Vice President for Academic Affairs)</i>	28	OVPA	41	Appropriate Doctoral Degree	5 years in position/s involving management and supervision	120 hours of managerial training	Appropriate eligibility for second level positions
² University/College Vice President IV - <i>(Vice President for Finance and Planning)</i>	28	OVPFP	77	Appropriate Master's degree	5 years in position/s involving management and supervision	120 hours of managerial training	Appropriate eligibility for second level positions
³ University/ College Vice President IV - <i>(Vice President for Administration)</i>	28	OVPA	51	Appropriate Master's degree	5 years in position/s involving management and supervision	120 hours of managerial training	Appropriate eligibility for second level positions
Utility Worker II	3	OPRES	28	Must be able to read and write	None required	None required	None required (MC 11, s. 96- Cat. III)
Attorney II	18	PLM-Law Center	809; 810; 811	Bachelor of Laws	None required	None required	RA 1080

Notes:

1 as amended under CSC MC # 13, s. 2011 (pertaining to training and eligibility)

2 approved under CSC Res. # 99-0472 dated Feb. 16, 1999

3 approved under CSC Res. # 03-0254 dated Feb. 26, 2003

POSITION	SG	OFFICE/COLLEGE	ITEM NO. (Budget Year 2014)	QUALIFICATIONS			
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
University Researcher I	16	PLM-Law Center	812	Bachelor's degree	1 year of relevant experience	4 hours of training	Career Service (Professional)/ Second Level Eligibility
Research Analyst II	13		813	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility
Administrative Assistant III	9		815	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
Administrative Assistant IV	10		814	Completion of two- year studies studies in college or High School Graduate with relevant vocational/rade course	2 years of relevant experience	8 hours of relevant training	Career Service (Sub-professional)/ First Level Eligibility
Utility Worker II	3		816	Must be able to read and write	None required	None required	None required (MC 11, s. 96- Cat. III)