



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 2010	QUALIFICATIONS			
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Administrative Assistant I <i>(Reproduction Machine Operator III)</i>	7	Procurement Office	939	Must be able to read and write/Elementary School Graduate	None required	None required	None Required (MC 11, s. 96-Cat. III)
Administrative Assistant I <i>(Reproduction Machine Operator III)</i>	7	Division of Community Health Service	757	Must be able to read and write/Elementary School Graduate	None required	None required	None Required (MC 11, s. 96-Cat. III)
Administrative Assistant V	11	Office of the Vice President for Administration	898	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	Career Service (Sub-professional)/ First Level Eligibility