



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 2009 | QUALIFICATIONS | | | |
|--|----|-------------------|---------------------|---|--------------------------------|------------------------------|---|
| | | | | EDUCATION | EXPERIENCE | TRAINING | ELIGIBILITY |
| Data Entry Machine Operator III | 11 | OVPFP | 824 | Completion of two-year studies in college or High School Graduate with relevant vocational/trade course | 2 years of relevant experience | 8 hours or relevant training | Career Service (Subprofessional) Data Encoder (MC 6, s. 2010) First Level Eligibility |
| Administrative Assistant IV | 10 | OVPFP | 825 | Completion of two-year studies in college or High School Graduate with relevant vocational/trade course | 2 years of relevant experience | 8 hours or relevant training | Career Service (Subprofessional)/ First Level Eligibility |
| Utility Worker II | 3 | OVPFP | 829 | Must be able to read and write | None required | None required | None required (MC 11, s. 96-Cat. III) |
| Administrative Assistant I (<i>Reproduction Machine Operator III</i>) | 7 | Treasurer | 835 | Must be able to read and write/Elementary School Graduate | None required | None Required | None Required (MC 11, s. 96-Cat. III) |
| Accountant II | 16 | Accounting Office | 851 | Bachelors degree in Commerce/Business Administration major in Accounting | 1 year of relevant experience | 4 hours of relevant training | RA 1080 |

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|--|----|-------------------|---------------------|---|--------------------------------|-------------------------------|---|
| | | | | EDUCATION | EXPERIENCE | TRAINING | ELIGIBILITY |
| Administrative Assistant IV | 10 | Accounting Office | 874 | Completion of two-year studies in college or High School Graduate with relevant vocational/trade course | 2 years of relevant experience | 8 hours or relevant training | Career Service (Subprofessional)/ First Level Eligibility |
| Administrative Assistant I (<i>Reproduction Machine Operator III</i>) | 7 | Accounting Office | 875 | 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 | Accounting Office | 876 | 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 | Accounting Office | 877 | Must be able to read and write/Elementary School Graduate | None required | None Required | None Required (MC 11, s. 96-Cat. III) |
| Senior Administrative Assistant II | 14 | Budget Office | 885 | Completion of two-year studies in college or High School Graduate with relevant vocational/trade course | 3 years of relevant experience | 16 hours of relevant training | Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility |
| Data Entry Machine Operator III | 11 | Budget Office | 888 | Completion of two-year studies in college or High School Graduate with relevant vocational/trade course | 2 years of relevant experience | 8 hours or relevant training | Career Service (Subprofessional) Data Encoder (MC 6, s. 2010) First Level Eligibility |
| Attorney III | 21 | Legal | 712 | Bachelor of Laws | 1 year of relevant experience | 4 hours of relevant training | RA 1080 |

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|--|----|----------------|---------------------|--|--------------------------------|-------------------------------|---|
| | | | | EDUCATION | EXPERIENCE | TRAINING | ELIGIBILITY |
| Senior Administrative Assistant II | 14 | CTHTIM | 437 | Completion of two-year studies in college or High School Graduate with relevant vocational/trade course | 3 years of relevant experience | 16 hours of relevant training | Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility |
| Administrative Assistant V | 11 | CTHTIM | 438 | 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 |
| Administrative Assistant I (<i>Reproduction Machine Operator III</i>) | 7 | CTHTIM | 439 | 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 | OSDS | 632 | 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 | OSDS | 633 | Must be able to read and write/Elementary School Graduate | None required | None Required | None Required (MC 11, s. 96-Cat. III) |