



**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)	QUALIFICATIONS			
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Attorney III	21	Office of the University Legal Counsel	101	Bachelor of Laws	1 year of relevant experience	8 hours of relevant training	RA 1080
Senior Building Electrician A	12	Physical Development and Special Projects Office	973	High School Graduate or Completion of relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	Electrician (MC 10, s. 2013)
Administrative Assistant I (Audio-Visual Equipment Operator III)	7	University Guidance Center	703	Must be able to read and write/Elementary School Graduate	None required	None required	Audio Visual Equipment Operator/ Technician (MC 10, s. 2013)
Administrative Assistant III	9	Office of the Vice President for External Affairs	86	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
Messenger	2		87	Elementary School Graduate	None required	None required	None required (MC 11, s. 1996 - Cat. III)