



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	Q U A L I F I C A T I O N S			
				Education	Experience	Training	Eligibility
Data Entry Machine Operator I	6	College of Medicine	495	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-professional)/ First Level Eligibility
Utility Worker I	1	College of Medicine	504	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat. III)
Utility Worker II	3	Budget and Planning Office	942	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat. III)
Executive Assistant III	20	Office of the Executive Vice President	14	Bachelor's degree	2 years of experience	8 hours of training	Career Service (Professional)/ Second Level Eligibility
Administrative Assistant V	11	Office of the University Legal Counsel	702	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 (Professional)/ Second Level Eligibility

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				Education	Experience	Training	Eligibility
Legal Officer IV	22	Office of the University Legal Counsel	694	Bachelor of Laws	1 year of relevant experience	4 hours of relevant training	RA 1080
Administrative Assistant I	7	Procurement Office	979	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Professional)/ Second Level Eligibility
Buyer IV	11	Procurement Office	977	Completion of two years studies in college	2 years of relevant experience	8 hours of relevant training	Career Service (Professional)/ Second Level Eligibility
Buyer V	13	Procurement Office	976	Completion of two years studies in college	3 years of relevant experience	16 hours of relevant training	Career Service (Professional)/ Second Level Eligibility
Supply Officer IV	22	Procurement Office	973	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional)/ Second Level Eligibility
Supply Officer IV	22	Procurement Office	974	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional)/ Second Level Eligibility
Administrative Aide II	2	Property Office	1000	Must be able to read and write/ Elementary School Graduate	None required	None required	None required

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				Education	Experience	Training	Eligibility
Administrative Aide III	3	Property Office	998	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-professional)/ First Level Eligibility
Administrative Assistant III	9	Property Office	992	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
Senior Administrative Assistant II	14	Property Office	987	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	Career Service (Sub-professional)/ First Level Eligibility
Utility Worker II	3	Property Office	996	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat. III)
Supply Officer IV	22	Science Laboratory Services	678	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional)/ Second Level Eligibility
Administrative Assistant VI	12	Treasurer's Office	897	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

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				Education	Experience	Training	Eligibility
College Librarian I	13	University Library	648	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	None required	None required	RA 1080