



**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 2015)	*QUALIFICATIONS			
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Attorney III	21	Office of the Secretary and of the Board of Regents	5	Bachelor of Laws	1 year of relevant experience	8 hours of relevant training	RA 1080
Executive Assistant III	20		6	Bachelor's degree	2 years of experience	8 hours of training	Career Service (Professional)/ Second Level Eligibility
Legal Researcher	13		8	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility
Records Officer IV	22		11	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional)/ Second Level Eligibility

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Records Officer III (2)	18	Office of the Secretary and of the Board of Regents	12, 13	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional)/ Second Level Eligibility
Stenographer III	9		14	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional)/ First Level Eligibility
Stenographer II	6		15	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility
Utility Worker II	3	Office of the President	31	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - Cat. III)
Attorney VI	26	Office of the University Legal Counsel	32	Bachelor of Laws	5 years of supervisory experience	120 hours of managerial training	RA 1080
Attorney V	25		33	Bachelor of Laws	3 years of relevant experience	16 hours of relevant training	RA 1080

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University/College Vice President IV (Vice President for Academic Affairs)	28	Office of the Vice President for Academic Affairs	116	Appropriate Doctoral Degree	5 years in position/s involving management and supervision	120 hours of managerial training	Appropriate eligibility for second level positions
SUC VP II (Assistant Vice President)	26	PLM Law Center	636	Master's Degree	Five (5) years of supervisory experience	120 hours of managerial training	Appropriate eligibility for second level positions
Attorney III (3)	18		638, 639, 640	Bachelor of Laws	None required	None required	RA 1080
Administrative Assistant III	9		641	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
Supervising Administrative Officer	22	Office of the Vice President for Administration	735	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional)/ Second Level Eligibility
Executive Assistant II	17		736	Bachelor's degree	1 year of relevant experience	4 hours of training	Career Service (Professional)/ Second Level Eligibility

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SUC VP II (Assistant Vice President)	26	Office of the Vice President for Finance and Management	855	Master's Degree	Five (5) years of supervisory experience	120 hours of managerial training	Appropriate eligibility for second level positions
Executive Assistant V	24	Office of the Vice President for Public Affairs	946	Bachelor's degree	4 years of experience	24 hours of training	Career Service (Professional)/ Second Level Eligibility
Executive Assistant IV	22		947	Bachelor's degree	4 years of experience	24 hours of training	Career Service (Professional)/ Second Level Eligibility
Senior Administrative Assistant V	18		948	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 years relevant experience	24 hours relevant training	Career Service (Sub-professional)/ First Level Eligibility
Administrative Assistant IV	10		949	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 III	9		950	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

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Messenger	2	Office of the Vice President for Public Affairs	951	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)

*\*Based on CSC MC # 1 s. 1997; CSC MC # 10 s. 2005; CSC MC # 13 s. 2011; CSC MC # 10 s. 2013*