



**PAMANTASAN NG LUNGSOD NG MAYNILA**  
*(University of the City of Manila)*  
 Intramuros, Manila

**NOTICE OF VACANT ADMINISTRATIVE POSITION**

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
Management and Audit Analyst II	15	Internal Control Office	710	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Civil Service (Professional)/ Second Level Eligibility
Administrative Assistant V	11	Office of Student Development and Services	626	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	Civil Service (Sub-professional)/ First Level Eligibility