



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

**NOTICE OF VACANT ADMINISTRATIVE POSITIONS**

POSITION	SG	OFFICE/COLLEGE	ITEM NO. 2012	QUALIFICATIONS			
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Senior Administrative Assistant V	18	Emeritus College	717	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 I <i>(Reproduction Machine Operator III)</i>	7		718	Must be able to read and write/ Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)
Utility Worker II	3		719	Must be able to read and write	None required	None required	None required (MC 11, s. 96- Cat. III)
Computer Operator IV	14	Cash Office	793	Completion of two years 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) Data Encoder (MC 6, s. 2010) First Level Eligibility
Executive Assistant III	20	Office of the Vice President for Academic Affairs	534	Bachelor's degree	2 years of experience	8 hours of training	Civil Service (Professional) Second Level Eligibility

POSITION	SG	OFFICE/COLLEGE	ITEM NO. 2012	QUALIFICATIONS			
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Executive Assistant II	17	Office of the Vice President for Academic Affairs	535	Bachelor's degree	1 year of experience	4 hours of training	Career Service (Professional) Second Level Eligibility
Administrative Assistant V	11		537	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	Relevant MC 11 s. 1996 Career Service (Sub-professional) First Level Eligibility
Administrative Assistant I ( <i>Reproduction Machine Operator III</i> )	7		540	Must be able to read and write/ Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)
Internal Auditor IV	22	Internal Control Office	680	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional)/ Second Level Eligibility (MC 12, s. 2006)
Internal Auditor III	18		681	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional)/ Second Level Eligibility (MC 12, s. 2006)
Internal Auditor III	18		682	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional)/ Second Level Eligibility (MC 12, s. 2006)

POSITION	SG	OFFICE/COLLEGE	ITEM NO. 2012	QUALIFICATIONS			
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Computer Operator IV	14	Office of the Vice President for Finance and Planning	775	Completion of two years 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) Data Encoder (MC 6, s. 2010) First Level Eligibility
Senior Administrative Assistant II	14		776	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
Senior Administrative Assistant IV	16	Procurement Office	870	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 years or relevant experience	24 hours of relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility
Senior Administrative Assistant III	15		871	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
Buyer IV	11		875	Completion of two years studies in college	2 years of relevant experience	8 hours of relevant training	Career Service (Sub-professional First Level Eligibility)
Administrative Assistant I	7		878	Must be able to read and write/Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)

POSITION	SG	OFFICE/COLLEGE	ITEM NO. 2012	QUALIFICATIONS			
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Utility Worker II	3	Procurement Office	884	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat. III)
Storekeeper I	4	Physical Development and Special Projects Office	973	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)