



**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 2010	QUALIFICATIONS			
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Human Resource Management Officer IV	22	Human Resource Development Office	730	Bachelor's degree	3 years relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility
Cashier V	24	Cash Office	838	Masteral degree	4 years in position/s involving management and supervision	24 hours of training in management and supervision	Career Service (Professional) Second Level Eligibility
Attorney V	25	Office of the University Legal Counsel	709	Bachelor of Laws	3 years relevant experience	16 hours of relevant training	RA 1080
University Researcher III	20	University Research Center	772	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
University Researcher II	18		774	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
University Researcher I	16		776	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility

POSITION	SG	OFFICE/COLLEGE	ITEM NO. BY 2010	QUALIFICATIONS			
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Education Research Assistant II	10		557	Completion of two years studies in college	2 years of relevant experience	8 hours of relevant training	Career Service (Subprofessional) First Level Eligibility
Education Research Assistant I	9	University Research Center	780	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility
Guidance Services Specialist I	12	Office of Guidance and Testing Services	617	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
Supply Officer II	14	Property and Supplies Office	951	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
Audio Visual Aids Technician II	8	Physical Development and Special Projects Office	1028	High School Graduate or completion of relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Equipment Technician (MC 11, s. 96-Cat. II)
Plumber II	5		1043	Elementary School Graduate	None Required	None Required	Pipefitter or Plumber (MC 11, s. 96 -Cat I)
Carpenter I	3		1048	Elementary School Graduate	None required	None required	Carpenter (MC 11, s. 96 - Cat. I)
Carpenter I	3		1049	Elementary School Graduate	None required	None required	Carpenter (MC 11, s. 96 - Cat. I)
Plumber I	3		1050	Elementary School Graduate	None Required	None Required	Plumber (MC 3, s. 2008-Cat. II)