



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

**NOTICE OF VACANT ADMINISTRATIVE POSITIONS**

| POSITION                     | SG | OFFICE/COLLEGE                                   | ITEM NO.<br>FOR<br>2013 | QUALIFICATIONS  |                               |                              |  |
|------------------------------|----|--|-------------------------|---|-------------------------------|------------------------------|--|
|                              |    |  |                         | EDUCATION   | EXPERIENCE                    | TRAINING                     | ELIGIBILITY  |
| Administrative Aide VI       | 6  | College of Liberal Arts                          | 203                     | 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 |
| Administrative Assistant III | 9  | Physical Development and Special Projects Office | 937                     | 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 |