



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 2014)	QUALIFICATIONS			
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Administrative Assistant I (Reproduction Machine Operator III)	7	Office of Student Development and Services	719	Must be able to read and write/Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)
Audio-Visual Aids Technician I	6	College of Medicine	617	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Audio Visual Equipment Operator/ Technician (MC 10 s. 2013 - Cat. II)
Data Entry Machine Operator I	6		615	Completion of two years studies in college or High School Graduate with relevant vocational/trade course.	None required	None required	Career Service (Sub-professional) First Level Eligibility Data Encoder (MC 6, s. 2010)
Administrative Assistant I (Reproduction Machine Operator III)	7	Office of the Vice President for Finance and Planning	84	Must be able to read and write/Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)
Utility Worker II	3	College of Physical Education, Recreation and Sports	446	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - Cat. III)