



**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 2015)	QUALIFICATIONS			
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Senior Administrative Assistant V	18	Office of the Vice President for Academic Affairs	124	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
Executive Assistant II	17		125	Bachelor's degree	1 year of relevant experience	4 hours of training	Career Service (Professional)/ Second Level Eligibility
Utility Worker II	3	University Security Office	98	Must be able to read and write	None required	None required	(MC 10, s. 2013 - Cat. III)