



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
Executive Assistant III	20	Office of the Vice President for Academic Affairs	45	Bachelor's degree	2 years of experience	8 hours of training	Civil Service (Professional)/ Second Level Eligibility
Executive Assistant III	20	Office of the Vice President for Administration	55	Bachelor's degree	2 years of experience	8 hours of training	Civil Service (Professional)/ Second Level Eligibility
Administrative Aide II	2	University Facilities and Gymnasium Office	892	Must be able to read and write/Elementary School Graduate	None required	None required	None required
Administrative Assistant VI	12	Office of Student Development and Services	713	Completion of two-year studies in college or High School Graduate with relevant vocation/ trade course.	2 years relevant experience	8 hours relevant training	Career Service (Sub-professional)/ First Level Eligibility
Data Entry Machine Operator III	11		716	Completion of two years studies in college or High School Graduate with relevant vocational/trade course.	2 years of relevant experience	8 hours of relevant training	Career Service (Sub-professional) Data Encoder (MC 6, s. 2010) First Level Eligibility
Data Encoder III	11		717	Completion of two years studies in college or High School Graduate with relevant vocational/trade course.	2 years of relevant experience	8 hours of relevant training	Career Service (Sub-professional) Data Encoder (MC 6, s. 2010) First Level Eligibility

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