



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
Guidance Services Specialist I	16	University Guidance Center	702	Bachelor's degree in Guidance and Counseling or in any allied discipline	1 year of relevant experience	4 hours of relevant training	RA 1080 (Guidance Counselor)
Guidance Services Specialist II	18		701	Bachelor's degree in Guidance and Counseling or in any allied discipline	2 years of relevant experience	8 hours of relevant training	RA 1080 (Guidance Counselor)
Data Entry Machine Operator III	11	Office of the University Registrar	678, 679	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) First Level Eligibility Data Encoder (MC 6, s. 2010)
Registrar II	15		668	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Civil Service (Professional) Second Level Eligibility
Clerk IV	8		687	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) First Level Eligibility
Registrar III	18		667	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Civil Service (Professional) Second Level Eligibility

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Data Entry Machine Operator II	8	Office of the University Registrar	684	Completion of two years 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 Data Encoder (MC 6, s. 2010)
Records Management Analyst I	10		683	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility
Administrative Assistant VI	12		673	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	2 years relevant experience	8 hours relevant training	Career Service (Sub-professional) First Level Eligibility