



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

NOTICE OF VACANT ADMINISTRATIVE POSITIONS

POSITION	SG	ITEM NO. (Budget Year 2017)	QUALIFICATIONS			
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Attorney III	21	6	Bachelor of Laws	1 year of relevant experience	4 hours of relevant training	RA 1080
Stenographer III	9	10	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility
Executive Assistant I	14	8	Bachelor's degree	1 year of experience	4 hours of training	Career Service (Professional)/ Second Level Eligibility
Records Officer IV	22	14	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	CS (Professional) Second Level Eligibility
Records Officer III	18	16	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility