



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
Human Resource Management Officer II	15	842	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
Training Specialist II	15	839	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility
Senior Administrative Assistant I	13	947	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	3 years of relevant experience	16 hours of relevant training	Career Service (Sub-professional)/ First Level Eligibility

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