



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

NOTICE OF VACANT ADMINISTRATIVE POSITIONS

POSITION	SG	ITEM NO. (Budget Year 2015)	QUALIFICATIONS			
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Executive Assistant II	17	125	Bachelor's degree	1 year of relevant experience	4 hours of training	Career Service (Professional)/ Second Level Eligibility
Executive Assistant III	20	123	Bachelor's degree	2 years of experience	8 hours of training	Career Service (Professional)/ Second Level Eligibility