



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
Administrative Assistant I (Reproduction Machine Operator III)	7	Office of the University Registrar	689	Must be able to read and write/Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)
Executive Assistant III	20	Office of the Executive Vice President	32	Bachelor's degree	2 years of experience	8 hours of training	Civil Service (Professional)/ Second Level Eligibility