



**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
Senior Administrative Assistant V	18	Office of the Vice President for Academic Affairs	47	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 years relevant experience	24 hours relevant training	Career Service (Sub-professional) First Level Eligibility
Utility Worker II	3	University Guidance Center	704	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - Cat. III)
College Librarian V	24	University Library	723	Masteral Degree	4 years in position/s involving management and supervision	24 hours of training in management and supervision	RA 1080