



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

**NOTICE OF VACANT ADMINISTRATIVE POSITIONS**

POSITION	SG	OFFICE/COLLEGE	ITEM NO. BY 2011	QUALIFICATIONS			
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
University Researcher II	18	University Research Center	769	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional)/ Second Level Eligibility
Education Research Assistant II	10		773	Completion of two years studies in college	2 years of relevant experience	8 hours of relevant training	Career Service (Subprofessional) First Level Eligibility
Education Research Assistant I	9		776	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility
Artist Illustrator I	6		780	Completion of two years studies in College or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional) Draftsman or Illustrator (MC 11, s. 96 -Cat. I) First Level Eligibility

POSITION	SG	OFFICE/COLLEGE	ITEM NO. BY 2011	QUALIFICATIONS			
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Administrative Assistant I (Computer Operator I)	7	University Library	654	Completion of two-year studies in college of High School Graduate with relevant vocational/trade course	None required	None required	Relevant MC 11 s. 1996 Career Service (Subprofessional/ First Level Eligibility)
Physical Therapist I	11	College of Physical Therapy	355	Bachelor's degree in Physical Therapy	Non required	Non required	RA 1080
Administrative Assistant I	7	Procurement Office	914	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Relevant MC 11 s. 1996 Career Service (Subprofessional/ First Level Eligibility)
Engineer III	19	Physical Development and Special Projects Office	978	Bachelor's degree in Engineering relevant to the job	2 years of relevant experience	8 hours of relevant training	RA 1080
Driver III	8	Office of the Vice President for Administration	886	Elementary School Graduate	1 year of relevant experience	4 hours of relevant training	Driver's License
Senior Administrative Assistant III	15	College of Nursing	307	Completion of two-year studies in college of 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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				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Executive Assistant III	20	Office of the Vice President for Academic Affairs	559	Bachelor's degree	2 years experience	8 hours of training	Civil Service (Professional)/ Second Level Eligibility
Executive Assistant II	17	Office of the Vice President for Academic Affairs	560	Bachelor's degree	1 year experience	4 hours of training	Civil Service (Professional)/ Second Level Eligibility
Budget Officer IV	22	Budget Office	866	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Civil Service (Professional)/ Second Level Eligibility
Computer Operator IV	14		869	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	3 years of relevant experience	16 hours of relevant training	Career Service (Subprofessional) Data Encoder (MC 11, s. 96 - Cat. I) First Level Eligibility
Utility Worker II	3	Graduate School of Law	543	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat. III)
Clerk I	3	Pamantasang Limbagan ng Maynila	815	Completion of two years studies in college	None required	None required	Career Service (Sub-professional) First Level Eligibility