



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

NOTICE OF VACANT ADMINISTRATIVE POSITIONS

POSITION	SG	OFFICE/COLLEGE	ITEM NO. 2012	QUALIFICATIONS			
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Administrative Assistant V	11	College of Science	393	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility
Senior Administrative Assistant IV	16	Graduate School of Management	525	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	4 years of relevant experience	24 hours of relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility
Executive Assistant I	14	Emeritus College	717	Bachelor's degree	1 year of experience	4 hours of training	Career Service (Professional)/ Second Level Eligibility
Senior Administrative Assistant IV	16	Budget and Planning Office	827	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	4 years of relevant experience	24 hours of relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility
Carpenter I	3	Physical Development and Special Projects Office	975	Elementary School Graduate	None required	None required	Carpenter (MC 3, s. 2008 - Cat. II)

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				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Laboratory Technician II	8	Science Laboratory Services	651	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional)/ Laboratory Technician (MC 11 s. 1996 - Cat. II)/First Level Eligibility
Administrative Assistant I (<i>Reproduction Machine Operator III</i>)	7	University Library	613	Must be able to read and write/Elementary School Graduate	None required	None required	None required (MC 11, s. 1996 - Cat. III)
College Librarian II	15		627	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	1 year of relevant experience	4 hours of relevant training	RA 1080