



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

NOTICE OF VACANT ADMINISTRATIVE POSITIONS

POSITION	SG	ITEM NO. (Budget Year 2017)	QUALIFICATIONS			
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Assistant Vice President for Legal	26	38	Master's degree OR Certificate in Leadership and Management from the CSC	5 years of supervisory/ management experience	120 hrs of supervisory/ management learning and development intervention undertaken within the last 5 years <i>(40 hrs of technical training relevant to practice of profession and 80 hrs of management training taken within the last 5 years reckoned from the date of assessment)</i> <i>(CSC MC No. 5 s. 2016 Item No. 8)</i>	Career Service Professional/ Second Level Eligibility (MC No. 5 s. 2016)
Attorney V	25	39	Bachelor of Laws	3 years of relevant experience	16 hours of relevant training	RA1080
Attorney IV	23	40	Bachelor of Laws	2 years of relevant experience	8 hours of relevant training	RA 1080
Attorney III	21	41	Bachelor of Laws	1 year of relevant experience	4 hours of relevant training	RA 1080
Legal Researcher	13	46, 45	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility
Legal Assistant I	10	48	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses (MC No. 16 s. 2016)	None required	None required	Career Service (Professional)/ Second Level Eligibility

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