



**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 2009	Q U A L I F I C A T I O N S			
				Education	Experience	Training	Eligibility
Administrative Assistant V	11	College of Physical Ed., Recreation and Sports	1063	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	Career Service (Sub-professional)/ First Level Eligibility
Audio Visual Equipment Operator III	7	College of Physical Ed., Recreation and Sports	1063	High School Graduate or Completion of relevant vocational/trade course	None required	None required	None required (MC 11, s. 96-Cat. III)
Utility Worker II	3	College of Physical Ed., Recreation and Sports	1063	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat. III)
Administrative Assistant I <i>(Audio Visual Equipment Operator III)</i>	7	College of Physical Therapy	1063	High School Graduate or Completion of relevant vocational/trade course	None required	None required	None required (MC 11, s. 96-Cat. III)
Administrative Assistant IV	10	College of Physical Therapy	1063	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	Career Service (Sub-professional)/ First Level Eligibility

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				Education	Experience	Training	Eligibility
Administrative Aide III	3	Accounting Office	1063	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Sub-professional)/ First Level Eligibility
Senior Administrative Assistant II	14	Accounting Office	1063	Completion of two-year studies in college or 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
Senior Administrative Assistant V	18	Accounting Office	1063	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	Career Service (Sub-professional)/ First Level Eligibility
Utility Worker II	3	Accounting Office	1063	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat. III)
Executive Assistant III	20	Office of the Secretary of the University and of the Board of Regents	1063	Bachelor's degree	2 years of experience	8 hours of training	Career Service (Professional)/ Second Level Eligibility
Records Officer IV	22	Office of the Secretary of the University and of the Board of Regents	1063	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional)/ Second Level Eligibility
Dentist V	22	University Health Services	1063	Doctor of Dental Medicine or Dental Surgery	4 years of relevant experience	24 hours of relevant training	RA 1080

Position	SG	Office/College	Item No. By 2009	Q U A L I F I C A T I O N S			
				Education	Experience	Training	Eligibility
Nurse IV	18	University Health Services	1063	Bachelor of Science in Nursing	2 years of relevant experience	8 hours of relevant training	RA 1080
Nurse III	16	University Health Services	1063	Bachelor of Science in Nursing	1 year of relevant experience	4 hours of relevant training	RA 1080