



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 2015)	QUALIFICATIONS			
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Administrative Assistant V	11	OVPAA	126	Completion of two years 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
Executive Assistant III	20		123	Bachelor's degree	2 years of experience	8 hours of training	Career Service (Professional)/ Second Level Eligibility