



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

**NOTICE OF VACANT ADMINISTRATIVE POSITION**

POSITION	SG	OFFICE/COLLEGE	ITEM NO. FOR 2013	QUALIFICATIONS			
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Executive Assistant I	14	Office of the University and Board Secretary	535	Bachelor's degree	1 year of experience	4 hours of training	Civil Service (Professional)/ Second Level Eligibility