



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 2010	QUALIFICATIONS			
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Guidance Services Specialist IV	22	OGTS	610	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility
Guidance Services Specialist III	18	OGTS	611, 612	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
Guidance Services Specialist II	16	OGTS	613, 614, 615, 616	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
Guidance Services Specialist I	12	OGTS	617, 618	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
Clerk II	4	OGTS	619	Completion of two years studies in college	None required	None required	Career Service (Sub-professional) First Level Eligibility
Clerk I	3	OGTS	620	Completion of two years studies in college	None required	None required	Career Service (Sub-professional) First Level Eligibility
Utility Worker II	3	OGTS	621	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat. III)

POSITION	SG	OFFICE/COLLEGE	ITEM NO. BY 2010	QUALIFICATIONS			
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Security Guard III	8	USG	982	High School Graduate	1 year of relevant experience	4 hours of relevant training	Security Guard License
Security Guard II	5	USG	1000	High School Graduate	None Required	None Required	Security Guard License
Security Guard II	5	USG	1001	High School Graduate	None Required	None Required	Security Guard License
Security Guard II	5	USG	1002	High School Graduate	None Required	None Required	Security Guard License
Security Guard II	5	USG	1003	High School Graduate	None Required	None Required	Security Guard License
Plumber I	3	PDSPO	1050	Elementary School Graduate	None Required	None Required	Plumber (MC 3, s. 2008-Cat. II)
Utility Worker II	3	PDSPO	1052	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat. III)
Utility Worker II	3	PDSPO	1058	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat. III)
Utility Worker I	1	PDSPO	1061	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat. III)
Driver II	4	OVPA	913	Elementary School Graduate	None Required	None Required	Driver's License (Professional)
Driver II	4	OVPA	915	Elementary School Graduate	None Required	None Required	Driver's License (Professional)

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