



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 2014)	QUALIFICATIONS			
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Computer Operator IV	14	GSE	634	Completion of two years 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; Data Encoder (MC 6, s. 2010)
Senior Administrative Assistant V	18		633	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 years relevant experience	24 hours relevant training	Career Service (Sub-professional)/ First Level Eligibility
Senior Administrative Assistant V	18	DMST	764	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 years relevant experience	24 hours relevant training	Career Service (Sub-professional)/ First Level Eligibility
Senior Administrative Assistant V	18	GSM	655	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 years relevant experience	24 hours relevant training	Career Service (Sub-professional)/ First Level Eligibility
Audio Visual Aids Technician II	8		659	High School Graduate or Completion of relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Audio Visual Equipment Operator/ Technician (MC 10 s. 2013 - Cat. II)

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				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Engineer V	24	PDSPO	968	Masteral Degree	4 years in position/s involving management and supervision	24 hours of training in management and supervision	RA 1080
Administrative Assistant V	11	CM	607	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
Administrative Assistant III	9		610	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional)/ First Level Eligibility
Senior Reproduction Machine Operator	10		609	High School Graduate	2 years of relevant experience	8 hours of relevant training	None required (MC 10, s. 2013 Cat. III)
Buyer V	13		PROCUREMENT	903	Completion of two years studies in college	3 years of relevant experience	16 hours of relevant training
Computer Operator I	7	908		Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Sub-professional)/ First Level Eligibility Data Encoder (MC 6, s. 2010)

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Construction and Maintenance Capataz	5	PDSPO	995	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)