



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

NOTICE OF VACANT ADMINISTRATIVE POSITIONS

POSITION	SG	OFFICE/COLLEGE	ITEM NO. 2013	QUALIFICATIONS			
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Senior Administrative Assistant IV	16	Property and Supplies Office	879	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 years or relevant experience	24 hours of relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility
Senior Administrative Assistant II	14		884	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	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility
Senior Administrative Assistant II	14		883	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	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility
Storekeeper IV	11		885	Completion of two years studies in college	2 years of relevant experience	8 hours of relevant training	Career Service (Sub-professional)/ First Level Eligibility
Utility Worker II	3		College of Human Development	147	Must be able to read and write	None required	None required
Administrative Assistant VI	12	Physical Development and Special Projects Office	930	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	2 years relevant experience	8 hours relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility
Electrician II	6		947	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Building Wiring Electrician (MC 3, s. 2008 - Cat I)

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Air-Conditioning Technician I	6	Physical Development and Special Projects Office	949	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Air-Conditioning/Refrigeration Technician (MC 11, s. 96 - Cat. I)
Senior Administrative Assistant II	14	College of Mass Communication	214	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	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility
Administrative Assistant VI	12		215	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	2 years relevant experience	8 hours relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility
Administrative Assistant III	9		218	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	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility