



**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 2012	QUALIFICATIONS			
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Utility Worker II	3	Office of the President	7	Must be able to read and write	None required	None required	None Required (MC 11, s. 96 - Cat. III)
Computer Operator III	12	Office of Student Development and Services	597	Completion of two years studies in college of High School Graduate with relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	Career Service (Sub-professional) Data Encoder (MC 11, s. 96-Cat I) First Level Eligibility
Computer Operator I	7		599	Completion of two-year studies in college of High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Sub-professional) Data Encoder (MC 11, s. 96-Cat I) First Level Eligibility
Administrative Assistant I	7	Property and Supplies Office	898	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None Required	Career Service (Sub-professional) / First Level Eligibility
Administrative Aide II	2		903	Must be able to read and write/ Elementary School Graduate	None Required	None Required	None Required

POSITION	SG	OFFICE/COLLEGE	ITEM NO. BY 2012	QUALIFICATIONS			
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Utility Worker II	3	Physical Development and Special Projects Office	979	Must be able to read and write	None required	None required	None Required (MC 11, s. 96 - Cat. III)
Audio Visual Equipment Operator II	5		968	High School Graduate or Completion of relevant vocational/trade course	None required	None Required	None Required (MC 11, s. 96 - Cat. III)
Senior Administrative Assistant II	14	College of Physical Therapy	343	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	Career Service (Sub-professional)/ First Level Eligibility