



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

NOTICE OF VACANT ADMINISTRATIVE POSITION

Position	SG	Office/College	Item No. By 2009	Q U A L I F I C A T I O N S			
				Education	Experience	Training	Eligibility
Management and Audit Analyst I	11	Internal Control Office	711	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility
Management and Audit Assistant II	10	Internal Control Office	712	Completion of two years studies in college	2 years of relevant experience	8 hours of relevant training	Career Service (Sub-professional)/ First Level Eligibility
Administrative Assistant I	7	Property and Supplies Office	993	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