



**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
Utility Worker II	3	Procurement Office	873	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat. III)
Administrative Assistant I	7		867	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 Assistant VI	12	CPT	343	Completion of two-year studies in college or High School Graduate with relevant vocation/ trade course	2 years relevant experience	8 hours relevant training	Career Service (Sub-professional)/ First Level Eligibility
Engineer V	24	PDSPO	925	Masteral degree	4 years in position/s involving management and supervision	24 hours of training in management and supervision	RA 1080
Guidance Services Specialist V	24	UGC	578	Master's degree in Guidance and Counseling or in any allied discipline	4 years in position/s involving management and supervision	24 hours of training in management and supervision	RA 1080 (Guidance Counselor)
Guidance Services Specialist II	18		579	Bachelor's degree in Guidance and Counseling or in any allied discipline	2 years of relevant experience	8 hours of relevant training	RA 1080 (Guidance Counselor)

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				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Guidance Services Specialist I	16	UGC	580	Bachelor's degree in Guidance and Counseling or in any allied discipline	1 year of relevant experience	4 hours of relevant training	RA 1080 (Guidance Counselor)
Administrative Assistant I (Audio Visual Equipment Operator III)	7		581	Must be able to read and write/Elementary School Graduate	None required	None required	None required (MC 11, s. 96-Cat. III)
University Researcher II	18	URC	728	Bachelor's degree	2 years of relevant experience	8 hours of training	Career Service (Professional)/ Second Level Eligibility