



**PAMANTASAN NG LUNGSOD NG MAYNILA**

*(University of the City of Manila)*

Intramuros, Manila

**NOTICE OF VACANT ADMINISTRATIVE POSITIONS**

| Position                      | SG | Office/College                         | Item No.<br>By 2009 | Q U A L I F I C A T I O N S   |                                |                              |  |
|-------------------------------|----|--|---------------------|---|--------------------------------|------------------------------|--|
|                               |    |  |                     | Education   | Experience                     | Training                     | Eligibility  |
| Data Entry Machine Operator I | 6  | College of Medicine                    | 495                 | 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 |
| Utility Worker I              | 1  | College of Medicine                    | 504                 | Must be able to read and write  | None required                  | None required                | None required (MC 11, s. 96-Cat. III)                      |
| Utility Worker II             | 3  | Budget and Planning Office             | 942                 | Must be able to read and write  | None required                  | None required                | None required (MC 11, s. 96-Cat. III)                      |
| Executive Assistant III       | 20 | Office of the Executive Vice President | 14                  | Bachelor's degree   | 2 years of experience          | 8 hours of training          | Career Service (Professional)/ Second Level Eligibility    |
| Administrative Assistant V    | 11 | Office of the University Legal Counsel | 702                 | 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 (Professional)/ Second Level Eligibility    |

| Position                   | SG | Office/College                         | Item No.<br>By 2009 | Q U A L I F I C A T I O N S  |                                |                               |   |
|----------------------------|----|--|---------------------|--|--------------------------------|-------------------------------|---|
|                            |    |  |                     | Education  | Experience                     | Training                      | Eligibility   |
| Legal Officer IV           | 22 | Office of the University Legal Counsel | 694                 | Bachelor of Laws   | 1 year of relevant experience  | 4 hours of relevant training  | RA 1080   |
| Administrative Assistant I | 7  | Procurement Office                     | 979                 | Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course | None required                  | None required                 | Career Service (Professional)/ Second Level Eligibility |
| Buyer IV                   | 11 | Procurement Office                     | 977                 | Completion of two years studies in college   | 2 years of relevant experience | 8 hours of relevant training  | Career Service (Professional)/ Second Level Eligibility |
| Buyer V                    | 13 | Procurement Office                     | 976                 | Completion of two years studies in college   | 3 years of relevant experience | 16 hours of relevant training | Career Service (Professional)/ Second Level Eligibility |
| Supply Officer IV          | 22 | Procurement Office                     | 973                 | Bachelor's degree  | 3 years of relevant experience | 16 hours of relevant training | Career Service (Professional)/ Second Level Eligibility |
| Supply Officer IV          | 22 | Procurement Office                     | 974                 | Bachelor's degree  | 3 years of relevant experience | 16 hours of relevant training | Career Service (Professional)/ Second Level Eligibility |
| Administrative Aide II     | 2  | Property Office                        | 1000                | Must be able to read and write/ Elementary School Graduate   | None required                  | None required                 | None required   |

| Position                           | SG | Office/College              | Item No.<br>By 2009 | Q U A L I F I C A T I O N S  |                                |                               |  |
|------------------------------------|----|-----------------------------|---------------------|--|--------------------------------|-------------------------------|--|
|                                    |    |                             |                     | Education  | Experience                     | Training                      | Eligibility  |
| Administrative Aide III            | 3  | Property Office             | 998                 | 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 III       | 9  | Property Office             | 992                 | 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 Administrative Assistant II | 14 | Property Office             | 987                 | 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 |
| Utility Worker II                  | 3  | Property Office             | 996                 | Must be able to read and write   | None required                  | None required                 | None required (MC 11, s. 96-Cat. III)                      |
| Supply Officer IV                  | 22 | Science Laboratory Services | 678                 | Bachelor's degree  | 3 years of relevant experience | 16 hours of relevant training | Career Service (Professional)/ Second Level Eligibility    |
| Administrative Assistant VI        | 12 | Treasurer's Office          | 897                 | 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 |

| Position            | SG | Office/College     | Item No.<br>By 2009 | Q U A L I F I C A T I O N S   |               |               |             |
|---------------------|----|--------------------|---------------------|---|---------------|---------------|-------------|
|                     |    |                    |                     | Education   | Experience    | Training      | Eligibility |
| College Librarian I | 13 | University Library | 648                 | Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science | None required | None required | RA 1080     |