



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 2009	Q U A L I F I C A T I O N S			
				Education	Experience	Training	Eligibility
Executive Assistant I	14	Office of the Executive Vice President	16	Bachelor's degree	1 year of experience	4 hours of training	Civil Service (Professional)/ Second Level Eligibility
Legal Assistant II	12	Office of the University Legal Counsel	701	Bachelor's degree	None required	None required	Civil Service (Professional)/ Second Level Eligibility
Communications Equipment Operator I	4	Office of the Vice President for Administration	957	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Appropriate License (MC 11, s. 1996-Cat. II)
Carpenter II	5	Physical Development and Special Projects Office	1035	Elementary School Graduate	None required	None required	Carpenter (MC 3, s. 2008-Cat. II)