



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 2011	QUALIFICATIONS			
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Carpenter I	3	Physical Development and Special Projects Office	1012, 1013	Elementary School Graduate	None required	None required	Carpenter (MC 11, s. 96 - Cat. I)
Plumber II	5		1007	Elementary School Graduate	None Required	None Required	Pipefitter or Plumber (MC 11, s. 96 - Cat I)
Audio Visual Aids Technician II	8		996	High School Graduate or Completion of relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Equipment Technician (MC 11 s. 96-Cat. II)
Administrative Aide VI <i>(Communication Equipment Operator II)</i>	6	Office of the Vice President for Administration	890	High School Graduate or Completion of relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Appropriate License (MC 11, s. 96-Cat. II)
Senior Administrative Assistant IV	16	Graduate School of Management	549	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 years or relevant experience	24 hours of relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility