



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	QUALIFICATIONS			
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Administrative Assistant I (<i>Reproduction Machine Operator III</i>)	7	Accounting Office	1063	Must be able to read and write/Elementary School Graduate	None required	None Required	None Required (MC 11, s. 96-Cat. III)
Management and Audit Analyst II	15	Accounting Office	1063	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
Management and Audit Analyst IV	22	Accounting Office	1063	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility
Management and Audit Analyst IV	22	Accounting Office	1063	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility
Senior Administrative Assistant IV	16	Accounting Office	1063	Completion of two-year studies in college of High School Graduate with relevant vocational/trade course	4 years relevant experience	24 hours relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility
Senior Administrative Assistant IV	16	Accounting Office	1063	Completion of two-year studies in college of High School Graduate with relevant vocational/trade course	4 years relevant experience	24 hours relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility

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Senior Administrative Assistant IV	16	Accounting Office	1063	Completion of two-year studies in college of High School Graduate with relevant vocational/trade course	4 years relevant experience	24 hours relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility
Utility Worker II	3	Cash Office	911	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat. III)
Administrative Aide V (Audio Visual Equipment Operator II)	5	Center for University Extension Services	1063	High School Graduate or Completion of relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	None Required (MC 11, s. 96-Cat. III)
Administrative Assistant VI	12	College of Human Development	1063	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	2 years relevant experience	8 hours relevant training	Career Service (Sub-professional)/ First Level Eligibility
Audio Visual Equipment Operator II	5	College of Human Development	1063	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	None Required (MC 11, s. 96-Cat. III)
Laboratory Technician II	8	College of Human Development	1063	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional)/ Laboratory Tech, (MC 11,s-96 Cat. II)/First Level Eligibility

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Senior Administrative Assistant III	15	College of Human Development	1063	Completion of two-year studies in college of High School Graduate with relevant vocational/trade course	3 years of relevant experience	16 hours of relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility
Senior Administrative Assistant III	15	College of Human Development	1063	Completion of two-year studies in college of High School Graduate with relevant vocational/trade course	3 years of relevant experience	16 hours of relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility
Administrative Assistant VI	12	College of Physical Education Recreation and Sports	1063	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
Laboratory Technician I	8	College of Physical Therapy	1063	Completion of two years studies in college	None Required	None Required	None Required (MC 11, s. 96-Cat. III)
Laboratory Aide II	4	College of Science	1063	Elementary School Graduate	None required	None required	None Required (MC 11, s. 96-Cat. III)
Laboratory Aide II	4	College of Science	1063	Elementary School Graduate	None required	None required	None Required (MC 11, s. 96-Cat. III)
Senior Administrative Assistant I	13	College of Science	1063	Completion of two-year studies in college of 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

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Administrative Assistant V	11	HRD Office	1063	Completion of two-year studies in college or High School Graduate with relevant vocationl/ trade course	2 years of relevant experience	8 hours of relevant training	Career Service (Sub-professional)/ First Level Eligibility
HRM Officer II	15	HRD Office	1063	Bachelor's degree	1 year of relevant experience	4 hours of training	Civil Service (Professional)/ Second Level Eligibility
Senior Administrative Assistant V	18	HRD Office	1063	Completion of two-year studies in college of High School Graduate with relevant vocational/trade course	4 years relevant experience	24 hours relevant training	Career Service (Sub-professional)/ First Level Eligibility
Administrative Assistant I (<i>Reproduction Machine Operator III</i>)	7	Office of the Executive Vice President	1063	Must be able to read and write/Elementary School Graduate	None required	None Required	None Required (MC 11, s. 96-Cat. III)
Executive Assistant III	20	Office of the Executive Vice President	1063	Bachelor's degree	2 years experience	8 hours of training	Civil Service (Professional)/ Second Level Eligibility
Administrative Aide II	2	Office of the Gymnasium Manager	1063	Must be able to read and write/Elementary School Graduate	None Required	None Required	None Required
Labor Foreman	6	Office of the Gymnasium Manager	1063	High School Graduate	None required	None required	None Required (MC 11, s. 96-Cat. III)
Senior Administrative Assistant III	15	Office of the Gymnasium Manager	1063	Completion of two-year studies in college of 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

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Utility Foreman	6	Office of the Gymnasium Manager	1063	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96-Cat. III)
Utility Worker II	3	Office of the Gymnasium Manager	1063	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat. III)
Executive Assistant II	17	Office of the President	1063	Bachelor's degree	1 year experience	4 hours of training	Civil Service (Professional)/ Second Level Eligibility
Administrative Assistant I (<i>Reproduction Machine Operator III</i>)	7	Office of the Secretary of the University and of the Board of Regents	1063	Must be able to read and write/Elementary School Graduate	None required	None Required	None Required (MC 11, s. 96-Cat. III)
Executive Assistant VI	25	Office of the Secretary of the University and of the Board of Regents	1063	Bachelor's degree	None Required	None Required	None Required
Executive Assistant IV	22	Office of the University Legal Counsel	1063	Bachelor's degree	4 years relevant experience	24 hours of training	Civil Service (Professional)/ Second Level Eligibility
Legal Officer IV	22	Office of the University Legal Counsel	1063	Bachelor of Laws	1 year of relevant experience	4 hours of relevant training	RA 1080
Administrative Aide VI (<i>Communication Equipment Operator II</i>)	6	Office of the Vice President for Administration	1063	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)
Administrative Aide VI (<i>Communication Equipment Operator II</i>)	6	Office of the Vice President for Administration	1063	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)

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Administrative Assistant I (<i>Reproduction Machine Operator III</i>)	7	Office of the Vice President for Administration	1063	Must be able to read and write/Elementary School Graduate	None required	None Required	None Required (MC 11, s. 96-Cat. III)
Administrative Assistant I (<i>Reproduction Machine Operator III</i>)	7	Office of the Vice President for Administration	1063	Must be able to read and write/Elementary School Graduate	None required	None Required	None Required (MC 11, s. 96-Cat. III)
Administrative Officer I	10	Office of the Vice President for Administration	1063	Bachelor's degree relevant to the job	None Required	None Required	Civil Service (Professional)/ Second Level Eligibility
Driver III	8	Office of the Vice President for Administration	1063	Elementary School Graduate	1 year of relevant experience	4 hours of relevant training	Driver License
Driver III	8	Office of the Vice President for Administration	1063	Elementary School Graduate	1 year of relevant experience	4 hours of relevant training	Driver License
Executive Assistant III	20	Office of the Vice President for Administration	1063	Bachelor's degree	2 years experience	8 hours of training	Civil Service (Professional)/ Second Level Eligibility
Executive Assistant IV	22	Office of the Vice President for Administration	1063	Bachelor's degree	4 years relevant experience	24 hours of training	Civil Service (Professional)/ Second Level Eligibility
Senior Reproduction Machine Operator	10	Office of the Vice President for Administration	1063	High School Graduate	2 years of relevant experience	8 hours of relevant training	None Required (MC 11, s. 96-Cat. III)
Administrative Assistant I (<i>Reproduction Machine Operator III</i>)	7	Office of the Vice President for Finance and Planning	1063	Must be able to read and write/Elementary School Graduate	None required	None Required	None Required (MC 11, s. 96-Cat. III)

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Administrative Assistant I (<i>Reproduction Machine Operator III</i>)	7	Office of the Vice President for Finance and Planning	1063	Must be able to read and write/Elementary School Graduate	None required	None Required	None Required (MC 11, s. 96-Cat. III)
Administrative Aide II	2	Procurement Office	1063	Must be able to read and write/Elementary School Graduate	None Required	None Required	None Required
Administrative Aide II	2	Procurement Office	1063	Must be able to read and write/Elementary School Graduate	None Required	None Required	None Required
Administrative Aide IV (<i>Reproduction Machine Operator II</i>)	4	Procurement Office	1063	Must be able to read and write/Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96-Cat. III)
Administrative Assistant VI	12	Procurement Office	1063	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
Clerk II	4	Procurement Office	980	Completion of two years studies in college	None required	None required	Career Service (Sub-professional) First Level Eligibility
Computer Operator I	7	Procurement Office	868	Completion of two-year studies in college of High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Sub-professional) First Level Eligibility (MC 3 s. 2008)
Supply Officer III	18	Procurement Office	1063	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility

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Administrative Aide II	2	Property and Supplies Office	1063	Must be able to read and write/Elementary School Graduate	None Required	None Required	None Required
Administrative Assistant I <i>(Reproduction Machine Operator III)</i>	7	Property and Supplies Office	1063	Must be able to read and write/Elementary School Graduate	None required	None Required	None Required (MC 11, s. 96-Cat. III)
Senior Administrative Assistant III	15	Property and Supplies Office	1063	Completion of two-year studies in college of 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
Supply Officer II	14	Property and Supplies Office	1063	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
Supply Officer III	18	Property and Supplies Office	1063	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility