



**PAMANTASAN NG LUNGSOD NG MAYNILA**  
*(University of the City of Manila)*  
 Intramuros, Manila

**NOTICE OF VACANT ADMINISTRATIVE POSITIONS**

POSITION	SG	OFFICE/COLLEGE	ITEM NO. 2012	QUALIFICATIONS			
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Messenger	2	Office of the University Legal Counsel	678	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)
Driver III	8	Office of the Vice President for Administration	847	Elementary School Graduate	1 year of relevant experience	4 hours of relevant training	Licensed Driver (MC 11, s. 96 - Cat. II)
Computer Operator II	9	Graduate School of Engineering	507	Completion of two years 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) Data Encoder (MC 6, s. 2010) First Level Eligibility