



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 |
| Engineer V | 24 | Physical Development and Special Projects Office | 1063 | Masteral Degree | 4 years in position/s involving management and supervision | 24 hours of training in management and supervision | RA 1080 |
| Engineer III | 19 | Physical Development and Special Projects Office | 1063 | Bachelor's degree in Engineering relevant to the job | 2 years of relevant experience | 8 hours of relevant training | RA 1080 |
| Engineer II | 16 | Physical Development and Special Projects Office | 1063 | Bachelor's degree in Engineering relevant to the job | 1 year of relevant experience | 4 hours of relevant training | RA 1080 |
| Engineer I | 12 | Physical Development and Special Projects Office | 1063 | Bachelor's degree in Engineering relevant to the job | None required | None required | RA 1080 |
| Building Inspector | 11 | Physical Development and Special Projects Office | 1063 | Bachelor's degree relevant to the job | None required | None required | Career Service (Professional) Second Level Eligibility |
| Administrative Assistant III | 9 | Physical Development and Special Projects Office | 1063 | 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 | Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility |

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| Mechanical Plant Operator III | 9 | Physical Development and Special Projects Office | 1063 | High School Graduate or Completion of relevant vocational/trade course | 1 year of relevant experience | 4 hours of relevant training | Mechanical Equipment Operator (-50 hp) (MC 11 s. 96-Cat. II) |
| Audio Visual Aids Technician II | 8 | Physical Development and Special Projects Office | 1063 | 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) |
| Labor General Foreman | 8 | Physical Development and Special Projects Office | 1063 | High School Graduate | 1 year of relevant experience | 4 hours of relevant training | None required (MC 11, s. 96-Cat III) |
| Property Custodian | 8 | Physical Development and Special Projects Office | 1063 | Completion of two-years studies in college | 1 year of relevant experience | 4 hours of relevant training | Career Service (Sub-Professional) First Level Eligibility |
| Electrician II | 6 | Physical Development and Special Projects Office | 1063 | High School Graduate or Completion of relevant vocational/trade course | None required | None required | Electrician (Building Wiring) (-250 volts) (MC 11 s. 96-Cat. I) |
| Utility Foreman | 6 | Physical Development and Special Projects Office | 1063 | Elementary School Graduate | None Required | None Required | None Required (MC 11, s. 96-Cat. III) |

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| Construction and Maintenance Capataz | 5 | Physical Development and Special Projects Office | 1063 | Elementary School Graduate | None Required | None Required | None Required (MC 11, s. 96-Cat. III) |
| Construction and Maintenance Capataz | 5 | Physical Development and Special Projects Office | 1063 | Elementary School Graduate | None Required | None Required | None Required (MC 11, s. 96-Cat. III) |
| Plumber II | 5 | Physical Development and Special Projects Office | 1063 | Elementary School Graduate | None Required | None Required | Pipefitter or Plumber (MC 11, s. 96 -Cat I) |
| Mason II | 5 | | 1063 | | | | |
| Utility Worker II | 3 | Physical Development and Special Projects Office | 1063 | Must be able to read and write | None required | None required | None required (MC 11, s. 96-Cat. III) |
| Utility Worker II | 3 | Physical Development and Special Projects Office | 1063 | Must be able to read and write | None required | None required | None required (MC 11, s. 96-Cat. III) |
| Carpenter I | 3 | Physical Development and Special Projects Office | 1063 | Elementary School Graduate | None required | None required | Carpenter (MC 11, s. 96 - Cat. I) |
| Carpenter I | 3 | Physical Development and Special Projects Office | 1063 | Elementary School Graduate | None required | None required | Carpenter (MC 11, s. 96 - Cat. I) |

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| Utility Worker II | 3 | Property Office | 1063 | Must be able to read and write | None required | None required | None required (MC 11, s. 96-Cat. III) |
| Senior Administrative Assistant IV | 16 | University Library | 1063 | 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 |
| Senior Administrative Assistant II | 14 | University Library | 1063 | 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 | Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility |
| Senior Administrative Assistant I | 13 | University Library | 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 |
| Senior Administrative Assistant I | 13 | University Library | 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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| College Librarian II | 15 | University Library | 1063 | Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science | 1 year of relevant experience | 4 hours of relevant training | RA 1080 |
| College Librarian II | 15 | University Library | 1063 | Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science | 1 year of relevant experience | 4 hours of relevant training | RA 1080 |
| Computer Operator III | 12 | University Library | 1063 | Completion of two years studies in college of High School Graduate with relevant vocational/trade course | 2 years of relevant experience | 8 hours or relevant training | Career Service (Sub-professional) Data Encoder (MC 11, s. 96-Cat I) First Level Eligibility |
| Administrative Assistant I (<i>Reproduction Machine Operator III</i>) | 7 | University Library | 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 | University Library | 1063 | Must be able to read and write/Elementary School Graduate | None Required | None Required | None Required |