



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

**NOTICE OF VACANT ADMINISTRATIVE POSITIONS**

POSITION	SG	OFFICE/COLLEGE	ITEM NO. (Budget Year 2014)	QUALIFICATIONS			
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Supervising Administrative Officer	22	Office of the Vice President for Administration	54	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility
Administrative Assistant VI	12		59	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
Data Entry Machine Operator II	8	Graduate School of Law	647	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) First Level Eligibility Data Encoder (MC 6, s. 2010)