



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
Utility Worker II	3	Office of the President	8	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat. III)
Administrative Assistant V	11	College of Architecture and Urban Planning	56	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	2 years of relevant experience	8 hours of relevant training	Career Service (Sub-professional)/ First Level Eligibility
Senior Administrative Assistant II	14	College of Liberal Arts	208	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
Administrative Assistant I (<i>Audio Visual Equipment Operator III</i>)	7		210	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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				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Administrative Aide VI	6	College of Liberal Arts	211	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 V (Audio Visual Equipment Operator II)	5		212	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)
Senior Administrative Assistant V	18	College of Nursing	304	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
Senior Administrative Assistant V	18		305	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
Physical Therapist II	15	College of Physical Therapy	352	Bachelor's degree in Physical Therapy	1 year of relevant experience	4 hours of relevant training	RA 1080

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				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Physical Therapist II	15		353	Bachelor's degree in Physical Therapy	1 year of relevant experience	4 hours of relevant training	RA 1080
Administrative Assistant III	9	College of Physical Therapy	359	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
Administrative Assistant I <i>(Reproduction Machine Operator III)</i>	7	College of Science	409	Must be able to read and write/Elementary School Graduate	None required	None Required	None Required (MC 11, s. 96-Cat. III)
Audio Visual Equipment Operator II	5		410	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	None Required (MC 11, s. 96-Cat. III)
Executive Assistant IV	22	College of Law	432	Bachelor's degree	4 years relevant experience	24 hours of training	Civil Service (Professional)/ Second Level Eligibility

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				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Administrative Assistant V	11		433	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	Career Service (Sub-professional)/ First Level Eligibility
Computer Operator I	7		434	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)
Administrative Assistant I <i>(Reproduction Machine Operator III)</i>	7	College of Law	435	Must be able to read and write/Elementary School Graduate	None required	None Required	None Required (MC 11, s. 96-Cat. III)
Laboratory Technician I	6	College of Medicine	507	Completion of two years studies in college	None Required	None Required	None Required (MC 11, s. 96-Cat. III)
Laboratory Technician I	6		508	Completion of two years studies in college	None Required	None Required	None Required (MC 11, s. 96-Cat. III)

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				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Senior Administrative Assistant V	18	Graduate School of Arts, Sciences and Education	517	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
Senior Administrative Assistant II	14	Graduate School of Engineering	524	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
Administrative Assistant V	11		525	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	Career Service (Sub-professional)/ First Level Eligibility
Administrative Assistant I <i>(Reproduction Machine Operator III)</i>	7	Graduate School of Engineering	527	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 II	14	Graduate School of Health Science	532	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

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				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Administrative Assistant VI	12		533	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
Senior Administrative Assistant II	14	Graduate School of Law	539	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
Administrative Assistant I <i>(Reproduction Machine Operator III)</i>	7		541	Must be able to read and write/Elementary School Graduate	None required	None Required	None Required (MC 11, s. 96-Cat. III)
Data Entry Machine Operator I	6		542	Completion of two years studies in college of High School Graduate with relevant vocational/trade course	None required	None Required	Career Service (Subprofessional) Data Encoder (MC 11, s. 96- Cat. I) First Level Eligibility
Senior Administrative Assistant IV	16		Graduate School of Management	549	Completion of two-year studies in college of High School Graduate with relevant vocational/trade course	4 years relevant experience	24 hours relevant training

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Data Entry Machine Operator III	11		550	Completion of two years studies in college of High School Graduate with relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	Career Service (Subprofessional) Data Encoder (MC 11, s. 96- Cat. I) First Level Eligibility
Executive Assistant IV	22	Office of the Vice President for Academic Affairs	558	Bachelor's degree	4 years relevant experience	24 hours of training	Civil Service (Professional)/ Second Level Eligibility
Registrar IV	22	Office of the University Registrar	569	Bachelor's degree	3 years relevant experience	16 hours of relevant training	Civil Service (Professional)/ Second Level Eligibility
Registrar II	15		572	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Civil Service (Professional)/ Second Level Eligibility
Computer Operator III	12		575	Completion of two years studies in college of High School Graduate with relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	Career Service (Sub-professional) Data Encoder (MC 11, s. 96-Cat I) First Level Eligibility

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Data Entry Machine Operator III	11	Office of the University Registrar	580	Completion of two years studies in college of High School Graduate with relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	Career Service (Subprofessional) Data Encoder (MC 11, s. 96- Cat. I) First Level Eligibility
Data Entry Machine Operator II	8		586	Completion of two years studies in college of High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) Data Encoder (MC 11, s. 96- Cat. I) First Level Eligibility
Administrative Assistant I <i>(Reproduction Machine Operator III)</i>	7		589	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		590	Must be able to read and write/Elementary School Graduate	None required	None Required	None Required (MC 11, s. 96-Cat. III)
Data Entry Machine Operator I	6		592	Completion of two years studies in college of High School Graduate with relevant vocational/trade course	None required	None Required	Career Service (Subprofessional) Data Encoder (MC 11, s. 96- Cat. I) First Level Eligibility

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				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Guidance Services Specialist III	20	Office of Guidance and Testing Services	607	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
Guidance Services Specialist II	18		608	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
Guidance Services Specialist II	18		609	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
Guidance Services Specialist I	16		612	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
Guidance Services Specialist I	16		613	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility

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Administrative Assistant I <i>(Reproduction Machine Operator III)</i>	7	Office of Student Development and Services	629	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		630	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	Department of Military Science and Tactics	675	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 I <i>(Audio Visual Equipment Operator III)</i>	7	Office of the University Secretary	692	Must be able to read and write/Elementary School Graduate	None required	None Required	None Required (MC 11, s. 96-Cat. III)
Attorney VI	26	Office of the University Legal Counsel	702	Bachelor of Laws	3 years in position/s involving management and supervision	16 hours of training in management and supervision	RA 1080

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Executive Assistant II	17		706	Bachelor's degree	1 year experience	4 hours of training	Career Service (Professional)/ Second Level Eligibility
Legal Assistant I	10		708	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility
Administrative Assistant I <i>(Reproduction Machine Operator III)</i>	7		710	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 III	18	Internal Control Office	712	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
Management and Audit Analyst II	15		714	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility

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Management and Audit Analyst II	15		715	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 I	11		717	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility
Administrative Assistant I <i>(Reproduction Machine Operator III)</i>	7		720	Must be able to read and write/Elementary School Graduate	None required	None Required	None Required (MC 11, s. 96-Cat. III)
HRM Officer II	15	Human Resource Development Office	731	Bachelor's degree	1 year of relevant experience	4 hours of training	Career Service (Professional)/ Second Level Eligibility
HRM Officer II	15	Human Resource Development Office	732	Bachelor's degree	1 year of relevant experience	4 hours of training	Career Service (Professional)/ Second Level Eligibility

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Training Specialist II	15		733	Bachelor's degree	1 year of relevant experience	4 hours of training	Career Service (Professional)/ Second Level Eligibility
Training Specialist I	11		737	Bachelor's degree	1 year of relevant experience	4 hours of training	Career Service (Professional)/ Second Level Eligibility
HRM Assistant I	8		742	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility
University Researcher III	20	University Research Center	767	Bachelor's degree	2 years of relevant experience	8 hours of training	Career Service (Professional)/ Second Level Eligibility
University Researcher II	18		768	Bachelor's degree	2 years of relevant experience	8 hours of training	Career Service (Professional)/ Second Level Eligibility

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University Researcher I	16	University Research Center	770	Bachelor's degree	1 year of relevant experience	4 hours of training	Career Service (Professional)/ Second Level Eligibility
Artist Illustrator III	11		772	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	Career Service (Subprofessional) Draftsman or Illustrator (MC 11, s. 96 -Cat. I) First Level Eligibility
Education Research Assistant II	10		773	Completion of two years studies in college	2 years of relevant experience	8 hours of relevant training	Career Service (Subprofessional) First Level Eligibility
Education Research Assistant I	9		776	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility
Computer Operator II	9		777	Completion of two years studies in college of 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 11, s. 96-Cat I) First Level Eligibility

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Artist Illustrator I	6		780	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional) Draftsman or Illustrator (MC 11, s. 96 -Cat. I) First Level Eligibility
Information Systems Analyst I	12	Information Technology Center	802	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility
Computer Programmer I	11		803	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility
Computer Maintenance Technologist I	11		804	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility
Administrative Assistant I (<i>Reproduction Machine Operator III</i>)	7		807	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>Audio Visual Equipment Operator III</i>)	7		808	Must be able to read and write/Elementary School Graduate	None required	None Required	None Required (MC 11, s. 96-Cat. III)
Utility Worker II	3		809	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat. III)
Executive Assistant IV	22	Office of the Vice President for Finance and Planning	817	Bachelor's degree	4 years relevant experience	24 hours of training	Civil Service (Professional)/ Second Level Eligibility
Senior Administrative Assistant V	18	Office of the Treasurer	827	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
Computer Operator II	9		829	Completion of two years studies in college of 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 11, s. 96-Cat I) First Level Eligibility

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Administrative Assistant I	7		831	Must be able to read and write/Elementary School Graduate	None required	None Required	None Required (MC 11, s. 96-Cat. III)
Data Entry Machine Operator III	11	Cash Office	837	Completion of two years studies in college of High School Graduate with relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	Career Service (Subprofessional) Data Encoder (MC 11, s. 96- Cat. I) First Level Eligibility
Management and Audit Analyst III	18	Accounting Office	842	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
Data Entry Machine Operator III	11	Accounting Office	849	Completion of two years studies in college of High School Graduate with relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	Career Service (Subprofessional) Data Encoder (MC 11, s. 96- Cat. I) First Level Eligibility
Data Entry Machine Operator III	11		850	Completion of two years studies in college of High School Graduate with relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	Career Service (Subprofessional) Data Encoder (MC 11, s. 96- Cat. I) First Level Eligibility

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Computer Operator I	7		851	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)
Computer Operator I	7		852	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)
Administrative Aide III	3		855	Completion of two-year studies in college of High School Graduate with relevant vocational/trade course	None required	None required	Relevant MC 11 s. 1996 Career Service (Subprofessional) First Level Eligibility
Utility Worker II	3		856	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat. III)
Administrative Aide VI	6	Accounting Office	854	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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				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Senior Administrative Assistant II	14		848	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
Administrative Aide VI (Communication Equipment Operator II)	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)
Administrative Aide II	2	Procurement Office	919	Must be able to read and write/Elementary School Graduate	None Required	None Required	None Required
Construction and Maintenance General Foreman	11	Physical Development and Special Projects Office	986	High School Graduate	2 years of relevant experience	8 hours of relevant training	None Required (MC 11, s. 96-Cat. III)
Painter II	5		1003	Elementary School Graduate	None Required	None Required	Painter (MC 11, s. 96-Cat. I)
Audio Visual Equipment Operator II	5		1004	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	None Required (MC 11, s. 96-Cat. III)

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