



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
Data Entry Machine Operator III	11	OVPFP	824	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	2 years of relevant experience	8 hours or relevant training	Career Service (Subprofessional) Data Encoder (MC 6, s. 2010) First Level Eligibility
Administrative Assistant IV	10	OVPFP	825	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	2 years of relevant experience	8 hours or relevant training	Career Service (Subprofessional)/ First Level Eligibility
Utility Worker II	3	OVPFP	829	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat. III)
Administrative Assistant I (<i>Reproduction Machine Operator III</i>)	7	Treasurer	835	Must be able to read and write/Elementary School Graduate	None required	None Required	None Required (MC 11, s. 96-Cat. III)
Accountant II	16	Accounting Office	851	Bachelors degree in Commerce/Business Administration major in Accounting	1 year of relevant experience	4 hours of relevant training	RA 1080

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				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Administrative Assistant IV	10	Accounting Office	874	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	2 years of relevant experience	8 hours or relevant training	Career Service (Subprofessional)/ First Level Eligibility
Administrative Assistant I (<i>Reproduction Machine Operator III</i>)	7	Accounting Office	875	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	Accounting Office	876	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	Accounting Office	877	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	Budget Office	885	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
Data Entry Machine Operator III	11	Budget Office	888	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	2 years of relevant experience	8 hours or relevant training	Career Service (Subprofessional) Data Encoder (MC 6, s. 2010) First Level Eligibility
Attorney III	21	Legal	712	Bachelor of Laws	1 year of relevant experience	4 hours of relevant training	RA 1080

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				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Senior Administrative Assistant II	14	CTHTIM	437	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	CTHTIM	438	Completion of two-year studies in college or High School Graduate with relevant vocation/ 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	CTHTIM	439	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	OSDS	632	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	OSDS	633	Must be able to read and write/Elementary School Graduate	None required	None Required	None Required (MC 11, s. 96-Cat. III)