



**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
Administrative Assistant III	9	Physical Development and Special Projects Office	980	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	Career Service (Sub-professional) First Level Eligibility
Senior Administrative Assistant II	14	Graduate School of Engineering	635	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	Career Service (Sub-professional) First Level Eligibility
Mechanical Shop General Foreman	13	Office of the Vice President for Administration	58	High School Graduate or Completion of relevant vocational/trade course	3 years of relevant experience	16 hours of relevant training	Mechanic (Automotive Servicing) (MC 10, s. 2013-Cat.II)