



**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
Data Entry Machine Operator III	11	Accounting Office	864	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 (Sub-professional) First Level Eligibility Data Encoder (MC 6, s. 2010)
Administrative Assistant IV	10		875	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 (Reproduction Machine Operator III)	7		869	Must be able to read and write/Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)
Engineering Assistant	8	Physical Development and Special Projects Office	982	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) First Level Eligibility