



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

NOTICE OF VACANT ADMINISTRATIVE POSITIONS

TO THE GENERAL PUBLIC AND TO ALL CONCERNED,

Please take notice of the following vacant positions in Pamantasan ng Lungsod ng Maynila (PLM).

All qualified applicants, most especially employees holding next-in-rank positions, are encouraged to apply. All qualified next-in-rank University employees, as well as all other PLM employees, who shall not submit their application shall be deemed not interested to the position and shall be construed as a waiver of their right to be considered for promotion to the said positions.

POSITION	SG	ITEM NO. (Budget Year 2017)	Department	QUALIFICATIONS			
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Attorney VI	26	922	PLM Law Center	Bachelor of Laws	3 years in position/s involving management and supervision	16 hours of training in management and supervision	RA 1080
Attorney V	25	923	PLM Law Center	Bachelor of Laws	3 years of relevant experience	16 hours of relevant training	RA1080
Attorney III	21	431	PLM Law Center	Bachelor of Laws	1 year of relevant experience	4 hours of relevant training	RA 1080
Attorney I	16	924	PLM Law Center	Bachelor of Laws	None required	None required	RA 1080
Senior Administrative Assistant I	13	629	PLM Law Center	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

POSITION	SG	ITEM NO. (Budget Year 2017)	Department	QUALIFICATIONS			
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Research Analyst I	11	925, 926, 927	PLM Law Center	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility
Administrative Assistant I	7	640, 698	PLM Law Center	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Sub- professional)/ First Level Eligibility

Interested applicants may submit to the **Human Resource Development Office-Recruitment, Selection and Placement Section** the following documents :

1. Application Letter
2. NSO Birth Certificate
3. Resume/CV
4. Transcript of Records
5. Diploma
6. Notarized Personal Data Sheet with attached Work Experience Sheet (You may download the form at www.csc.gov.ph)
7. Certificates of Trainings, Seminars, etc.
8. Performance ratings, 2 latest rating period (for government employees)
9. NBI Clearance
10. Clearance from previous employer (if applicable)
11. Authenticated copy of PRC or CSC proof of eligibility

For more details regarding this notice, please contact the HRD Office at **643-2552**. Look for Ms. Cristie/Ms. Claire. You may also visit www.plm.edu.ph or **PLM Official Facebook** account for other job vacancies.