



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

NOTICE OF VACANT ADMINISTRATIVE POSITION

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 |
| Training Specialist III | 18 | 838 | Human Resource Dev't Office | Bachelor's degree | 2 years of relevant experience | 8 hours of relevant training | Career Service (Professional)/ Second 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 pro

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.