



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 said positions.

POSITION	SG	ITEM NO. (Budget Year 2017)	Department	QUALIFICATIONS			
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Engineer III	19	950	Physical Facilities Management Office	Bachelor's degree in Engineering relevant to the job  (Preferably Civil Engineering Graduate)	2 years of relevant experience	8 hours of relevant training	RA 1080
Building Inspector	11	768	Physical Facilities Management Office	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility
Attorney III	21	956; 957	Office of the University Legal Counsel	Bachelor of Laws	1 year of relevant experience	4 hours of relevant training	RA 1080

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](http://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](http://www.plm.edu.ph) for other job vacancies.