



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

NOTICE OF VACANT ADMINISTRATIVE POSITION

*POSITION	SG	OFFICE/COLLEGE	ITEM NO. (Budget Year 2014)	QUALIFICATIONS			
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Administrative Assistant IV	10	Office of the Executive Vice President	34, 35	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

**Notes:*

1. Preferably with accounting background
2. Deadline of submission of application: Two (2) weeks after complying with the publication requirements as stipulated in RA 7041 and underscored in CSC Resolution No. 061165

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