



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

NOTICE OF VACANT ADMINISTRATIVE POSITIONS

POSITION	SG	OFFICE/COLLEGE	ITEM NO. 2013	QUALIFICATIONS			
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Administrative Assistant I	7	Property and Supplies Office	888	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-professional)/ First Level Eligibility
Driver III	8	Office of the Vice President for Administration	837	Elementary School Graduate	1 year of relevant experience	4 hours of relevant training	Professional Driver's License (MC 10, s. 2013 Cat. IV)
Utility Worker II	3	Office of the Gymnasium Manager	850	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat. III)
Clerk IV	8	Office of the Vice President for Academic Affairs	537	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) First Level Eligibility

Published at: www.plm.edu.ph

Published on: 09/04/13