



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

NOTICE OF VACANT ADMINISTRATIVE POSITIONS

POSITION	SG	OFFICE/ COLLEGE	ITEM NO. (Budget Year 2015)	QUALIFICATIONS*			
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Attorney III	21	Office of the Secretary of the University and of the Board of Regents	5	Bachelor of Laws	1 year of relevant experience	4 hours of relevant training	RA 1080
Executive Assistant III	20		6	Bachelor's degree	2 years of experience	8 hours of training	Career Service (Professional) Second Level Eligibility
Records Officer IV	22		11	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility
Records Officer III	18		12, 13	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
Stenographer III	9		14	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) First Level Eligibility
Stenographer II	6		15	Completion of two years studies in college	None required	None required	Career Service (Sub-professional) First Level Eligibility
Attorney VI	26	Office of the University Legal Counsel	32	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		33	Bachelor of Laws	3 years of relevant experience	16 hours of relevant training	RA 1080
Attorney III	21		35	Bachelor of Laws	1 year of relevant experience	4 hours of relevant training	RA 1080
Executive Assistant IV	22	Office of the Executive Vice President	107	Bachelor's degree	3 years of experience	16 hours of training	Career Service (Professional) Second Level Eligibility

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				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Attorney IV	23	PLM Law Center	637	Bachelor of Laws	2 years of relevant experience	8 hours of relevant training	RA 1080
Attorney II	18		638, 639,640	Bachelor of Laws	None required	None required	RA 1080
Administrative Assistant III	9		641	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) First Level Eligibility

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