



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 the said positions.

POSITION	SG	ITEM NO. (Budget Year 2017)	Department	QUALIFICATIONS			
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Executive Assistant V	24	900	Office of the Vice President for Public Affairs	Bachelor's degree	4 years of experience	24 hours of training	Career Service Professional/ Second Level Eligibility
Executive Assistant II	17	44		Bachelor's degree	1 year of relevant experience	4 hours of training	Career Service (Professional)/ Second Level Eligibility
Public Relations Officer V	24	906; 913		Master's Degree or Certificate in Leadership and Management from CSC	4 years of supervisory/ management experience	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	Career Service Professional/ Second Level Eligibility
Public Relations Officer III	18	908		Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
Audio-Visual Equipment Operator II	5	910		High School Graduate or Completion of relevant vocational/trade course	None required	None required	Audio Visual Equipment Operator/Technician (MC 10 s. 2013 - Cat. II)

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)
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 or **PLM Official Facebook** account for other job vacancies.