



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

## NOTICE OF VACANT ADMINISTRATIVE POSITION

### 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 IV	22	860	Office of the Vice President for Finance	Bachelor's degree	3 years of experience (Applicants with 10 years working experience in general and/or government accounting shall be given preference)	16 hours of training	Career Service (Professional)/ Second Level Eligibility

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

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