



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 2014)	QUALIFICATIONS			
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Administrative Assistant VI	12	Procurement Office	904	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	2 years relevant experience	8 hours relevant training	Career Service (Sub-professional) First Level Eligibility
Buyer III	9		906	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) First Level Eligibility)
Computer Operator I	7		908	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Sub-professional)/ First Level Eligibility/ Data Encoder (MC 6, s. 2010)
Utility Worker II	3	Accounting Office	872	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - Cat. III)

Published at: www.plm.edu.ph
 Published on: 16 September 2014