

**Republic of the Philippines**  
**Pamantasan ng Lungsod ng Maynila**  
**(University of the City of Manila)**  
**Intramuros, Manila**

**Request for Publication of Vacant Position**

**To: CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of (Pamantasan ng Lungsod ng Maynila) in the CSC website:

**MA. LEONORA V. DE JESUS, Ph. D.**

University President

Date: January 18, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Senior Administrative Assistant V	683	18	Php35,693	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	24 hours of relevant training	4 years of relevant experience	Career Service (Sub-professional)/ First Level Eligibility		Office of the National Service Training Program

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than February 9, 2018.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**Ms. Herminia D. Nuñez**

Chief, HRD Office

Pamantasan ng Lungsod ng Maynila,  
Gen. Luna St. cor Muralla St. Intramuros, Manila

[hdnunez@plm.edu.ph](mailto:hdnunez@plm.edu.ph)/[cimayoyo@plm.edu.ph](mailto:cimayoyo@plm.edu.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

Published on 2018 February 06

Published at [www.plm.edu.ph](http://www.plm.edu.ph)