

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 position of (Pamantasan ng Lungsod ng Maynila) in the CSC website:

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

University President

Date: January 17, 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	Executive Assistant II	704	17	Php32,747.00	Bachelor's Degree	4 hours of training	1 year of experience	Career Service (Professional /Second Level Eligibility)		Office of the Vice President for Administration

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;
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/cimayoyo@plm.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Published on 2018 February 07

Published at www.plm.edu.ph