

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: July 11, 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	Supply Officer IV	960; 962	22	Php58,717.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	Experience in contract management and procurement processes	Procurement Office
2	Senior Administrative Assistant V	963	18	Php38,085.00	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 (Subprofessional)/ First Level Eligibility	<ul style="list-style-type: none"> <li>•Above-average english communication skills</li> <li>•Knowledge in MS Office applications</li> </ul>	
3	Supply Officer II	961; 964	14	Php26,494.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	Experience in contract management and procurement processes	

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
4	Buyer IV	711	11	Php20,179.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional)/ First Level Eligibility	None	Procurement Office
5	Administrative Aide VI	948	6	Php14,340.00	Completion of two-year studies in college or High School Graduate with relevant vocationa/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility	None	

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 August 15, 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.**

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