

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: April 5, 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	Attorney III	956; 957	21	Php52,554.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080	Speaks and writes effectively, good in problem solving and decision making.	Office of the University Legal Counsel
2	Legal Researcher	46	13	Php24,224.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Writes and speaks effectively, knows how to generate and manage information, preferably has a background in administrative law.	

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
3	Legal Assistant II	47	12	Php22,149.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None required	Career Service (Professional) Second Level Eligibility	Excellent writing skills, preferably has a background in law.	Office of the University Legal Counsel
4	Legal Assistant I	48	10	Php18,718.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	Career Service (Professional) Second Level Eligibility	Excellent writing skills, preferably has a background in law.	

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 April 27, 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: April 18, 2018
 Published at: www.plm.edu.ph