

CS Form No. 9
Series of 2017

Electronic copy to be submitted to the CSC FO
must be in MS Excel format

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: June 28, 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	Human Resource Management Officer II	842	15	Php29,010.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Human Resource Development Office
2	Training Specialist II	839	15	Php29,010.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		
3	Senior Administrative Assistant I	947	13	Php24,224.00	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	16 hours of relevant training	3 years of relevant experience	Career Service (Sub-professional) First Level Eligibility		

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 July 31, 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 July 12, 2018
Published at www.ncr.gov.ph