

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

Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions which are authorized to be filled, at the (Pamantasan ng Lungsod ng Maynila) in the CSC website:

**HERMINIA D. NUÑEZ**

Chief, HRD Office

Date: November 8, 2018

No.	Position Title (Parenthetical Title, if applicable)	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	Php 34,781.00	Bachelor's degree	4 hours of training	1 year of experience	Career Service (Professional)/ Second Level Eligibility	Basic proficiency in Microsoft Word, Excel and Powerpoint	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 December 6, 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 last rating period (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.**