

Republic of the Philippines  
**(Pamantasan ng Lungsod ng Maynila)**  
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**  
**HRMO**

Date: September 11, 2019

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	Administrative Assistant I	104	7	Php15,738.00	Must be able to read and write/Elementary School Graduate	None required	None required	None required (MC No. 10, s. 2013, Cat. III)		Office of the Vice President for Academic Affairs

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 September 30, 2019.

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:

**Herminia D. Nuñez**

Chief, HRD Office

Pamantasan ng Lungsod ng Maynila, Gen. Luna St. cor. Muralla St. Intramuros, Manila

[cgcelestra@plm.edu.ph/cimayoyo@plm.edu.ph](mailto:cgcelestra@plm.edu.ph/cimayoyo@plm.edu.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

Pamantasan ng Lungsod ng Maynila, Gen. Luna St. cor. Muralla St. Intramuros, Manila

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