

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: August 29, 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	Executive Assistant III	97	20	Php51,155.00	Bachelor's degree	8 hours of training	2 years of experience	Career Service (Professional)/ Second Level Eligibility		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 18, 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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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

Published on: August 30, 2019

Published at : www.plm.edu.ph