

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 13, 2019

| No. | Position Title<br>(Parenthetical Title, if applicable) | Plantilla Item No. | Salary/<br>Job/<br>Pay<br>Grade | Monthly Salary | Qualification Standards    |                              |                                |  |  | Place of Assignment                    |
|-----|--|--------------------|---------------------------------|----------------|----------------------------|------------------------------|--------------------------------|--|--|--|
|     |  |                    |                                 |                | Education                  | Training                     | Experience                     | Eligibility                                      | Competency (if applicable)   |  |
| 1   | Attorney IV  | 966                | 23                              | Php73,811.00   | Bachelor of Laws           | 8 hours of relevant training | 2 years of relevant experience | RA 1080  | Speaks and writes effectively, good in problem solving and decision making | Office of the University Legal Counsel |
| 2   | Attorney III   | 967                | 21                              | Php57,805.00   | 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 |
| 3   | Senior Reproduction Machine Operator                   | 968                | 10                              | Php19,233.00   | High School Graduate       | 8 hours of relevant training | 2 years of relevant experience | None required (MC No. 10, s. 2013, Category III) | None   | Office of the University Legal Counsel |
| 4   | Reproduction Machine Operator II (B)                   | 969                | 4                               | Php13,214.00   | Elementary School Graduate | None required                | None required                  | None required (MC No. 10, s. 2013, Category III) | None   | Office of the University Legal Counsel |

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 October 4, 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:

**Ms. Herminia D. Nuñez**

Chief, HRD Office

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

hdnuñez@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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