

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 23, 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	Data Entry Machine Operator III	607	11	Php20,754.00	Completion of two years studies in college or High School graduate with relevant vocational/ trade course	8 hours of relevant training	2 years of relevant experience	Career Service (Sub-professional)/ First Level Eligibility Data Encoder (MC 6, 2010); Electronic Data Processing Specialist Eligibility (EDPSE) (MC No. 13, s. 2018)		Office of the University Registrar
2	Computer Operator III	604	12	Php22,938.00	Completion of two years studies in college or High School graduate with relevant vocational/ trade course	8 hours of relevant training	2 years of relevant experience	Career Service (Sub-professional)/ First Level Eligibility Data Encoder (MC 6, 2010)		Office of the University Registrar
3	Administrative Assistant VI	614	12	Php22,938.00	Completion of two years studies in college or High School graduate with relevant vocational/ trade course	8 hours of relevant training	2 years of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility		Office of the University Registrar

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 12, 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:

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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