

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: November 28, 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	Legal Researcher	46	13	Php25,232.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Writes and speaks effectively, knows how to generate and manage information, preferably has a background in administrative law.	Office of the University Legal Counsel
2	Legal Assistant II	47	12	Php22,938.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None required	Career Service (Professional) Second Level Eligibility	Excellent writing skills, preferably has a background in law	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 December 31, 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

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