

Republic of the Philippines  
**PHILIPPINE NORMAL UNIVERSITY**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication in the CSC Job Portal of the following vacant positions, which are authorized to be filled at the PHILIPPINE NORMAL UNIVERSITY:



MARIBEL G. GERUNDIO  
HRMO

Date: February 24, 2026

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/ Area of Specialization/ Residency Requirement (if applicable)	
1	Administrative Aide I	PNUB-ADA1-30-2004	1	Php14,634	Must be able to read and write	None required	None required	None required		University Registrar Office
2	Registrar I	PNUB-R1-1-1998	11	Php31,705	Bachelor's degree	None required	None required	Career Service Professional/ Second Level Eligibility		University Registrar Office
3	Administrative Assistant III	PNUB-ADAS3-5-2023	9	Php24,329	Completion of 2 years of studies in college (prior to 2018), OR High school graduate with relevant vocational/trade course (prior to 2018), OR Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, OR Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)	4 hours relevant training	1 year relevant experience	Career Service (Sub-Professional)/ First Level Eligibility		Office of the Vice President for Finance and Administration

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than

**March 16, 2026**

1. Application letter addressed to the University President Dr. Bert J. Tuga;
2. Fully accomplished **Personal Data Sheet (PDS)** with **Work Experience Sheet** and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
3. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
4. Hard copy or electronic copy of proof of eligibility/rating/license;
5. Hard copy or electronic copy of Transcript of Records;
6. Hard copy or electronic copy of certificate of awards received; and
7. Hard copy or electronic copy of certificate of training/s attended.

*This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenious communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation. This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).*

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to the head of office/ human resource management office/records office, as the case may be:

**MARIBEL G. GERUNDIO**

Director, HRMDO

Taft Avenue cor. Ayala Blvd., Manila 1000

[careers@pnu.edu.ph](mailto:careers@pnu.edu.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.