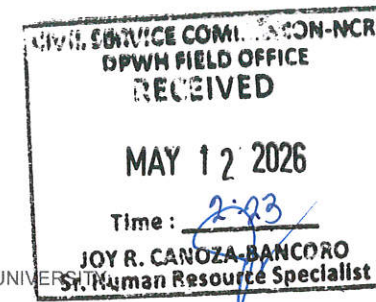


Republic of the Philippines
PHILIPPINE NORMAL UNIVERSITY
Request for Publication of Vacant Positions



Electronic copy to be submitted to the CSC FO must be in MS Excel format

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: May 12, 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 IV (Clerk II)	PNUB-ADA4-114-2004	4	Php17,506	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	None required	None required	Career Service (Sub-Professional)/ First Level Eligibility		Office of the University President - Presidential Management Unit

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 May 22, 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;
7. Hard copy or electronic copy of certificate of training/s attended; and
8. Hard copy or electronic copy of NBI Clearance, if applicable.

This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.