Philippine Normal University North Luzon

https://pnunl.edu.ph/job/administrative-aide-vi-clerk-iii/

ADMINISTRATIVE AIDE VI (Clerk III)

Hiring organization
Philippine Normal University North Luzon

Date posted
November 27, 2026

Description

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter (address to Dr. BERT J. TUGA, University President through Dr. AGNES S. REYES, Executive Director and Provost, Philippine Normal University North Luzon) and send to the address below not later than December 3, 2026.

1. Fully accomplished Personal Data Sheet (CS Form No. 212, Revised 2025) with recent passport-sized picture & Work Experience Sheet 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;

4. Photocopy of Transcript of Records/Diploma;

5. Copy of NBI Clearance;

6. May submit additional documents relative to the position applied.

Applicants submitting their application personally or through courier are requested to organize their application documents in a legal-sized brown folder.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

RICHARD R. GUIAB

Head, HRMDU

Philippine Normal University North Luzon

Aurora, Alicia, Isabela

hrmdu.pnunl@pnu.edu.ph/edp.pnunl@pnu.edu.ph

09683601615

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE

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