



**PHILIPPINE NURSES ASSOCIATION, INC.**  
(PAMBANSANG SAMAHAN NG MGA NARS NG PILIPINAS, INC.)  
Member, INTERNATIONAL COUNCIL OF NURSES

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**JOB VACANCIES at PNA National Office:**

1. Dormitory Staff (Matron)

Qualifications:

- College Level or with at least 72 units of college units
- Preferably with HRM or Tesda certification in a housekeeping course, or with experience in dormitory or housekeeping maintenance
- With Good Moral/ Character reference (if with work experience) or with certificate of Good Moral/ Character from College or Educational Institution of origin
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2. Information Clerk

Qualifications:

- At least 2<sup>nd</sup> year College Level
- Preferably with a Mass Communications or Tesda certification in a secretarial course, or with experience in secretarial work
- Computer Literate (basic MS Office functions)
- With Good Moral/ Character reference (if with work experience) or with certificate of Good Moral/ Character from College or Educational Institution of origin

3. Janitor/Utility Worker

Qualifications:

- High School Graduate
- Preferably with experience in driving (with updated license) and in delivering messages
- Preferably skilled in housekeeping duties
- With Good Moral/ Character reference (if with work experience) or with certificate of Good Moral/ Character from College or Educational Institution of origin

**INTERESTED APPLICANTS MAY SEND THEIR COVER LETTER AND RESUME TO [philippinenursesassociation@yahoo.com.ph](mailto:philippinenursesassociation@yahoo.com.ph) or personally hand them to the PNA National Office address above. Please address the letter to the PNA National President Ruth Thelma P. Tingda.**

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