

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

Republic of the Philippines
LEYTE NORMAL UNIVERSITY
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 LEYTE NORMAL UNIVERSITY in the CSC website:


ORESTE M. ORTEGA, JR.
OIC-CAO-ADMIN

Date: August 24, 2023

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	Accountant I	LNUB-A1-2-2023	12	29,165.00	Bachelor's Degree in Accountancy/Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (CPA)	Core:1. Exemplifying Integrity 2. Delivering Service Excellence 3. Writing Effectively 4. Speaking Effectively 5. Building Collaborative, Inclusive Working Relationship 6. Use of Information and Communication Technology 7. Fiscal Management 8. Budget Management	
2	Planning Officer I	LNUB-PL01-23-2023	11	27,000.00	Bachelor's Degree Relevant to the job	None required	None required	Career Service(Professional)/Second Level Eligibility	Core:1. Exemplifying Integrity 2. Delivering Service Excellence 3. Plans, Develops, monitors, evaluates strategic and operational programs and projects. 4. Speaking Effectively 5. Building Collaborative, Inclusive Working Relationship 6. Use of Information and Communication Technology	

3	Information Officer I	LNUB-INFO1-22-2023	11	27,000.00	Bachelor's Degree	None required	None required	Career Service(Professional)/Second Level Eligibility	<p>Core: 1. Exemplifying Integrity 2. Delivering Service Excellence 3. Writing Effective journalistic articles both in print and broadcast 4. Speaking Effectively 5. Building Collaborative, Inclusive Working Relationship 6. Use of Information and Communication Technology 7. Facilitating press conference. 8. Covering internal and external university events. 9. Producing publication materials such as videos, electronic news and others.</p>	
4	ADMINISTRATIVE AIDE VI (CLERK III)	LNUB-ADA6-10-2023	6	17,553.00	Completion of two year studies in College	None required	None required	Career Service(Sub-professional)/First Level Eligibility		
5	ADMINISTRATIVE AIDE VI (CLERK III)	LNUB-ADA6-11-2023	6	17,553.00	Completion of two year studies in College	None required	None required	Career Service(Sub-professional)/First Level Eligibility		

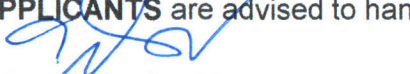
6	ADMINISTRATIVE AIDE VI (CLERK III)	LNUB-ADA6-12-2023	6	17,553.00	Completion of two year studies in College	None required	None required	Career Service(Sub-professional)/First Level Eligibility		
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Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than September 01, 2023.

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;
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.

5. This office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression(SOGIE).

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


EVELYN B. AGUIRRE, D.A.
 University President
 Leyte Normal University, P. Paterno St. Tacloban City
hrmo@lnu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.