

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: March 17, 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	Guidance Counselor III	LNUB- GUIDC3-1- 1998	13	31,320.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		Guidance Unit
2	Guidance Counselor I	LNUB- GUIDC1-1- 1999	11	27,000.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		Guidance Unit
3	Guidance Counselor I	LNUB- GUIDC1-8- 2008	11	27,000.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		Guidance Unit
4	Guidance Counselor I	LNUB- GUIDC1-9- 2008	11	27,000.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		Guidance Unit

5	Administrative Aide IV (Electrician I)	LNUB-ADA4-21-2004	4	15,586.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Electrician (Building Wiring) (-250 volts) (CSC MC 10,s.2013 Category II)		Admin Unit
6	Administrative Aide IV (Clerk 11)	LNUB-ADA4-24-2004	4	15,586.00	Completion of 2 years studies in College	None required	None required	Career Service(Subprofessional) First Level Eligibility		Admin Unit
7	Administrative Aide II (Messenger)	LNUB-ADA2-16-2004	2	13,819.00	Elementary School Graduate	None required	None required	None required (MC 10,s.2013 Cat. III)		Admin Unit
8	Construction and Maintenance Foreman	LNUB-CMF-1-1998	8	19,744.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	None required (MC 10,s.2013 Cat. III)		Admin Unit
9	Dormitory Attendant	LNUB-DORMA-1-1998	3	14,678.00	Elementary School Graduate	None required	None required	None required (MC 10,s.2013 Cat. III)		Admin Unit
10	Science Research Specialist 1	LNUB-SRAS1-1-2008	13	31,320.00	Bachelor's degree Relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		Office of the VP Research, Extension & Innovation

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 March. 27, 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](http://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](mailto:hrmo@lnu.edu.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**