

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

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Leyte Normal University in the CSC website:

JUDE A. DUARTE, DPA
University President

Date: 23-Aug-18

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Instructor I	LNUB-INST1-53-2016 LNUB-INST1-26-2016 LNUB-INST1-2-2015	12	22,149	M.A. in any field of specialization: Music, History, Filipino, Languages & Literature, Geography, Home Economics (Garments) & Psychology	16 hours of relevant training	2 years of relevant experience in teaching	PBET/LET RA#1080	
2	Medical Officer III	LNUB-MDOF3-1-2010	21	52,554	Doctor of Medicine	none-required	none-required	RA #1080	
3	Administrative Officer V	LNUB-ADOF5-14-2004 LNUB-ADOF5-16-2004	18	38,085	Masteral Degree	4 years in position/s involving management and supervision	24 hours of training in management and supervision	CSC Professional (Second Level Eligibility)	HRMO Supply Office
4	Guidance Counselor III	LNUB-GUIDC3-1-1998	13	24,224	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	RA#1080 Licensed Guidance Counselor	Guidance
5	Computer Maintenance Technologist I	LNUB-CTMT1-1-1998	11	20,179	Bachelor's Degree relevant to the job	none-required	none-required	CSC Professional (Second Level Eligibility)	
6	Dormitory Manager II	LNUB-DORMG2-15-2005	11	20,179	Bachelor's Degree relevant to the job	none-required	none-required	CSC Professional (Second Level Eligibility)	
7	Education Research Assistant II	LNUB-EDRA2-1-1998	10	18,718	Completion of two years studies in college	2 years of relevant experience	8 hours of relevant training	CSC-Sub Professional (First Level Eligibility)	
8	Construction Maintenance Foreman	LNUB-CMF-1-1998	8	16,282	High School Graduate	1 year of relevant experience	8 hours of relevant training	None- required	
9	Administrative Assistant II	LNUB-ADAS2-16-2004	8	16,282	Bachelor's Degree relevant to the job	none-required	none-required	CSC-Sub Professional (First Level Eligibility)	
10	Administrative Aide VI	LNUB-ADA6-27-2004	6	14,340	Bachelor's Degree relevant to the job	none-required	none-required	CSC-Sub Professional (First Level Eligibility)	
11	Administrative Aide III	LNUB-ADA3-20-2004	3	11,914	Bachelor's Degree relevant to the job	none-required	none-required	CSC-Sub Professional (First Level Eligibility)	

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 _____.

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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

JUDE A. DUARTE, DPA
University President
Leyte Normal University, Tacloban, City
info@lnu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.