


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: November 14, 2022

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	Computer Programmer III	LNUB- COMPRO3-1- 1998	18	45,203.00	Bachelor's Degree Relevant to the job.	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		IT Support Unit
2	Computer Programmer II	LNUB- COMPRO2-1- 1998	15	35,097.00	Bachelor's Degree Relevant to the job.	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		IT Support Unit
3	Computer Programmer I	LNUB- COMPRO1-4- 2008	11	25,439.00	Bachelor's Degree Relevant to the job.	None required	None required	Career Service (Professional)/ Second Level Eligibility		IT Support Unit
4	Guidance Counselor III	LNUB- GUIDC3-1- 1998	13	29,798.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		Guidance Unit

5	Guidance Counselor I	LNUB-GUIDC1-1-1999	11	25,439.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		Guidance Unit
6	Guidance Counselor I	LNUB-GUIDC1-8-2008	11	25,439.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		Guidance Unit
7	Guidance Counselor I	LNUB-GUIDC1-9-2008	11	25,439.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		Guidance Unit
8	Board Secretary III	LNUB-BS3-1-2011	20	55,799.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		Office of the President
9	Senior Administrative Assistant II (Audio Visual Aids Technician IV)	LNUB-SADAS2-16-2004	14	32,321.00	High School Graduate or Completion of relevant vocational/ trade course	16 hours relevant training	3 years relevant experience	MC 11 s. 1996, -CAT-II		Admin Unit
10	Administrative Assistant V(Electrician General Foreman)	LNUB-ADAS5-16-2005	11	25,439.00	High School Graduate or Completion of relevant vocational/trade course	8 hours relevant training	2 years relevant experience	Electrician (Building Wiring) (-250 volts) (CSC MC 11,s.96 Cat I)		Admin Unit
11	Administrative Aide IV (Electrician I)	LNUB-ADA4-21-2004	4	14,993.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Electrician (CSC MC 10,s.2013 Category II)		Admin Unit

12	Administrative Aide IV (Clerk 11)	LNUB-ADA4-25-2004	4	14,993.00	Completion of 2 years studies in College	None required	None required	Career Service(Subprofessional) First Level Eligibility		Admin Unit
13	Administrative Aide III (Clerk 1)	LNUB-ADA3-19-2004	3	14,125.00	Completion of 2 years studies in College	None required	None required	Career Service(Subprofessional) First		Admin Unit
14	Administrative Aide II (Messenger)	LNUB-ADA2-25-2004	2	13,305.00	Elementary School Graduate	None required	None required	None required (MC 11,s.96 Cat. III)		Admin Unit
15	Construction and Maintenance Foreman	LNUB-CMF-1-1998	8	18,998.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	None required (MC 11,s.96 Cat. III)		Admin Unit
16	Science Research Specialist 1	LNUB-SRAS1-1-2008	13	29,798.00	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 Nov. 24, 2022.

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.