

CS Form No. 9
Series of 2018

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

Republic of the Philippines
(Name of Agency)
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:

JOSISA C. CONCHADA
CAO-Finance/HRMO-Designate

Date: November 28, 2018

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	
1	Administrative Aide IV	LNUB-ADA4-24-2004	4	12,674.00	Bachelor's Degree relevant to the job.	none-required	none-required	CSC Sub-Professional (First Level Eligibility)	Admin Unit
2	Administrative Aide III	LNUB-ADA3-22-2004	3	11,914.00	Bachelor's Degree relevant to the job.	none-required	none-required	CSC Sub-Professional (First Level Eligibility)	Admin Unit
4	Administrative Aide III	LNUB-ADA3-23-2004	3	11,914.00	Bachelor's Degree relevant to the job.	none-required	none-required	CSC Sub-Professional (First Level Eligibility)	Admin Unit
5	Instructor 1	LNUB-INST1-4-2005 LNUB-INST1-48-2016	12	22,149.00	MA in any field of specialization: Entrepreneurship, Social Science, Political Science & Communication Arts	16 hours of relevant training	2 years of relevant experience in teaching	PBET/LET (RA#1080)	Academic Unit

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 December 10, 2018.

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;
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:

JOSISA C. CONCHADA
CAO-Finance/HRMO-Designate
Leyte Normal University, P. Paterno St., Tacloban City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

