


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: April 04, 2024

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	Supervising Administrative Officer	LNUB-SADOF-4-2023	22	71,511.00	Bachelor's Degree Relevant to the Job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		
2	Executive Assistant III	LNUB-EXA3-10-2023	20	57,347.00	Bachelor's Degree	8 hours of training	2 years of experience	Career Service (Professional) Second Level Eligibility		President's Office
3	Board Secretary I	LNUB-BS1-8-2023	14	33,843.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		

4	Administrative Assistant V (Private Secretary I)	LNUB-ADAS5-9-2023	11	27,000.00	Completion of two years studies in college	None Required	None Required	None Required		President's Office
5	Administrative Assistant III (Secretary II)	LNUB-ADAS3-6-2023	9	21,211.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional First Level Eligibility)		
6	Administrative Assistant III (Secretary II)	LNUB-ADAS3-7-2023	9	21,211.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional First Level Eligibility)		
7	Administrative Assistant II (Clerk IV)	LNUB-ADAS2-18-2023	8	19,744.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional First Level Eligibility)		
8	Administrative Assistant II (Clerk IV)	LNUB-ADAS2-19-2023	8	19,744.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional First Level Eligibility)		
9	Administrative Assistant II (Clerk IV)	LNUB-ADAS2-20-2023	8	19,744.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional First Level Eligibility)		
10	Administrative Assistant II (Clerk IV)	LNUB-ADAS2-21-2023	8	19,744.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional First Level Eligibility)		
11	Administrative Assistant I (Secretary I)	LNUB-ADAS1-10-2023	7	18,620.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional First Level Eligibility)		

12	Guidance Counselor III	LNUB-GUIDC3-1-1998	13	28,276.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		Guidance Unit
13	Guidance Counselor I	LNUB-GUIDC1-1-1999	11	23,877.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		Guidance Unit
14	Guidance Counselor I	LNUB-GUIDC1-8-2008	11	23,877.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		Guidance Unit
15	Guidance Counselor I	LNUB-GUIDC1-9-2008	11	23,877.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		Guidance Unit
16	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		
17	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		

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 April 15, 2024.

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.