

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

Republic of the Philippines
UNIVERSITY OF EASTERN PHILIPPINES
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 UNIVERSITY OF EASTERN PHILIPPINES in the CSC website:


CHERRY I. ULTRA, PhD

University President

Date:

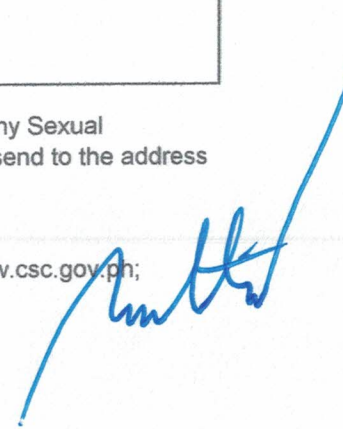
January 21, 2022

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	Instructor I (Information Technology)	UEPB-INST1- 15-2011	12	26,052.00	Master's degree in the field of specialization	None required	None required	None required; RA 1080 (for courses requiring BAR/Board eligibility)	Intermediate in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, attention to details, and achievement orientation; Basic in the following areas: research and development, extension competency, and leading change	UEP Main Campus
2	Instructor I (Information Technology)	UEPB-INST1- 16-2011	12	26,052.00	Master's degree in the field of specialization	None required	None required	None required; RA 1080 (for courses requiring BAR/Board eligibility)	Intermediate in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, attention to details, and achievement orientation; Basic in the following areas: research and development, extension competency, and leading change	UEP Main Campus

3	Associate Professor V (Law)	UEPB-APRO5-22-2019	23	76,907.00	Relevant Master's Degree	16 hours of relevant training	3 years of relevant experience	RA 1080 (for courses requiring BAR/Board eligibility)	Advanced in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, attention to details, achievement orientation, leading change, research and development, and extension competency	UEP Main Campus
4	Administrative Aide IV (Driver II)	UEPB-ADA4-43-2004	4	14,400.00	Elementary School Graduate	None required	None required	Driver's License (CSC MC 10, Series 2013 - Category IV)	Basic in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, attention to details, risk reduction and management	UEP Main Campus
5	Executive Assistant II	UEPB-EXA2-1-1998	17	39,986.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Advanced in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, records management, computer skills, attention to details, achievement orientation, communication skills, writing skills, presentation skills, data management, facilitation skills, report preparation and documentation, and leading change	UEP Main Campus

Interested and qualified applicants regardless of gender, civil status, age, disability, ethnicity, and members of the Indigenous Communities, and those from any Sexual Orientation and Gender Identities and Expression (SOGIE) should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **January 30, 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.

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

CHERRY I. ULTRA, PhD

President

UEP, University Town, Northern Samar

uepnsofficial@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

