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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:

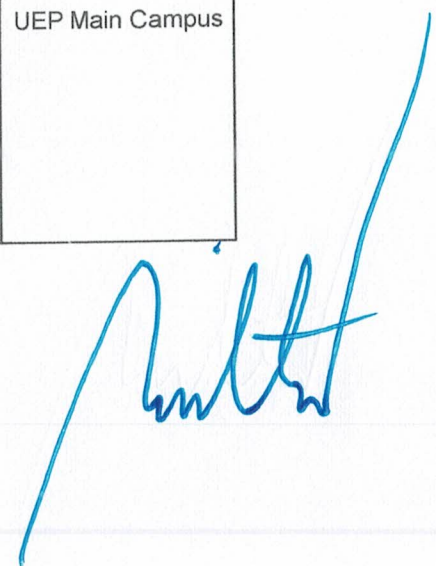
**MAR 06 2023**

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	Security Officer III	UEPB-SECO3-1-1998	18	46,725.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Advanced in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, computer skills, attention to details, achievement orientation, communication skills, writing skills, risk reduction and management, policy interpretation and implementation, report preparation and documentation, problem solving skills, knowledge of related regulations and procedures of oversight agencies and bodies, thinking strategically and creatively, formulating and integrating development plan, leading change	UEP Main Campus

2	Senior Administrative Assistant I (Data Controller IV)	UEPB-SADAS1-4-2012	13	31,320.00	Completion of two (2) years studies in college of high school graduate with relevant vocational/trade course	16 hours of relevant training	3 years of relevant experience	Career Service (Sub-Professional) First Level Eligibility; Data Encoder (CSC MC 11, Series 1996 - Category I)	<b>Advanced</b> 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, data management, and report preparation and documentation	UEP Main Campus
3	Administrative Assistant V (Printing Machine Operator IV)	UEPB-ADAS5-9-2012	11	27,000.00	High school graduate	8 hours of relevant training	2 years of relevant experience	Printing Machine Operator (CSC MC 10, Series 2013 - Category II)	<b>Advanced</b> in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, attention to details, risk reduction and management, facilitation skills, problem solving skills, and computer skills	UEP Main Campus
4	Administrative Assistant V (Printing Machine Operator IV)	UEPB-ADAS5-28-2004	11	27,000.00	High school graduate	8 hours of relevant training	2 years of relevant experience	Printing Machine Operator (CSC MC 10, Series 2013 - Category II)	<b>Advanced</b> in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, attention to details, risk reduction and management, facilitation skills, problem solving skills, and computer skills	UEP Main Campus

5	Science Research Assistant	UEPB-SRAS-3-1998	9	21,211.00	Completion of two (2) years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	<b>Intermediate</b> in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, computer skills, attention to details, achievement orientation, communication skills, writing skills, report preparation and documentation	UEP Main Campus
6	Administrative Aide V (Audio-Visual Equipment Operator II)	UEPB-ADA5-6-2006	5	16,543.00	High school graduate or completion of relevant vocational/trade course	None required	None required	Audio-Visual Equipment Operator (CSC MC 10, Series 2013 - Category II)	<b>Basic</b> in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, attention to details, risk reduction and management, facilitation skills, problem solving skills, and computer skills	UEP Main Campus
7	Administrative Aide V (Audio-Visual Equipment Operator II)	UEPB-ADA5-32-2004	5	16,543.00	High school graduate or completion of relevant vocational/trade course	None required	None required	Audio-Visual Equipment Operator (CSC MC 10, Series 2013 - Category II)	<b>Basic</b> in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, attention to details, risk reduction and management, facilitation skills, problem solving skills, and computer skills	UEP Main Campus

8	Security Guard II	UEPB-SECG2-4-2003	5	16,543.00	High school graduate	None required	None required	Security Guard 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, achievement orientation, risk reduction and management, facilitation skills, problem solving skills	UEP Main Campus
9	Security Guard II	UEPB-SECG2-5-2003	5	16,543.00	High school graduate	None required	None required	Security Guard 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, achievement orientation, risk reduction and management, facilitation skills, problem solving skills	UEP Main Campus
10	Administrative Aide IV (Storekeeper I)	UEPB-ADA4-15-2012	4	15,586.00	Elementary school graduate	None required	None required	None required (CSC MC 10, Series 2013 - Category III)	Basic 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	UEP Main Campus



11	Administrative Aide IV (Reproduction Machine Operator II)	UEPB-ADA4-40-2004	4	15,586.00	Elementary school graduate	None required	None required	None required (CSC MC 10, Series 2013 - Category III)	<b>Basic</b> in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, attention to details, risk reduction and management, facilitation skills, problem solving skills, and computer skills	UEP Main Campus
12	Administrative Aide IV (Printing Machine Operator I)	UEPB-ADA4-43-2004	4	15,586.00	High school graduate	None required	None required	Printing Machine Operator (CSC MC 10, Series 2013 - Category II)	<b>Basic</b> in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, attention to details, risk reduction and management, facilitation skills, problem solving skills, and computer skills	UEP Main Campus
13	Administrative Aide IV (Communications Equipment Operator I)	UEPB-ADA4-44-2004	4	15,586.00	Completion of two (2) years studies in college of high school graduate with relevant vocational/trade course	None required	None required	Communications Equipment Operator (CSC MC 10, Series 2013 - Category II)	<b>Basic</b> in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, attention to details, risk reduction and management, facilitation skills, problem solving skills, and computer skills	UEP Main Campus
14	Farm Worker II	UEPB-FAWK2-3-2001	4	15,586.00	Elementary school graduate	None required	None required	None required (CSC MC 10, Series 2013 - Category III)	<b>Basic</b> in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, and attention to details	UEP Main Campus

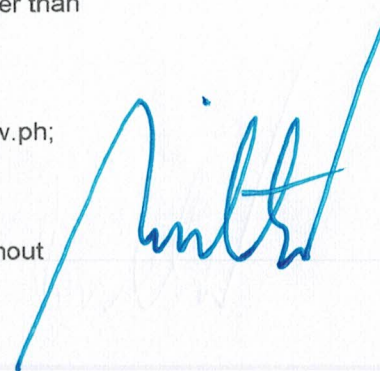
15	Farm Worker II	UEPB-FAWK2-4-2000	4	15,586.00	Elementary school graduate	None required	None required	None required (CSC MC 10, Series 2013 - Category III)	<b>Basic</b> in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, and attention to details	UEP Main Campus
16	Farm Worker II	UEPB-FAWK2-4-2001	4	15,586.00	Elementary school graduate	None required	None required	None required (CSC MC 10, Series 2013 - Category III)	<b>Basic</b> in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, and attention to details	UEP Main Campus
17	Farm Worker II	UEPB-FAWK2-8-2000	4	15,586.00	Elementary school graduate	None required	None required	None required (CSC MC 10, Series 2013 - Category III)	<b>Basic</b> in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, and attention to details	UEP Main Campus
18	Farm Worker II	UEPB-FAWK2-14-2000	4	15,586.00	Elementary school graduate	None required	None required	None required (CSC MC 10, Series 2013 - Category III)	<b>Basic</b> in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, and attention to details	UEP Main Campus
19	Laboratory Aide II	UEPB-LABA2-18-2008	4	15,586.00	Elementary school graduate	None required	None required	None required (CSC MC 10, Series 2013 - Category III)	<b>Basic</b> in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, and attention to details, facilitation skills	UEP Main Campus
20	Administrative Aide III (Utility Worker II)	UEPB-ADA3-1-2010	3	14,678.00	Must be able to read and write	None required	None required	None required (CSC MC 10, Series 2013 - Category III)	<b>Basic</b> in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, and attention to details	UEP Main Campus

21	Administrative Aide III (Utility Worker II)	UEPB-ADA3-27-2004	3	14,678.00	Must be able to read and write	None required	None required	None required (CSC MC 10, Series 2013 - Category III)	<b>Basic</b> in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, and attention to details	UEP Main Campus
22	Administrative Aide III (Utility Worker II)	UEPB-ADA3-29-2004	3	14,678.00	Must be able to read and write	None required	None required	None required (CSC MC 10, Series 2013 - Category III)	<b>Basic</b> in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, and attention to details	UEP Main Campus
23	Administrative Aide III (Utility Worker II)	UEPB-ADA3-38-2004	3	14,678.00	Must be able to read and write	None required	None required	None required (CSC MC 10, Series 2013 - Category III)	<b>Basic</b> in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, and attention to details	UEP Main Campus
24	Administrative Aide III (Utility Worker II)	UEPB-ADA3-39-2004	3	14,678.00	Must be able to read and write	None required	None required	None required (CSC MC 10, Series 2013 - Category III)	<b>Basic</b> in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, and attention to details	UEP Main Campus
25	Administrative Aide III (Utility Worker II)	UEPB-ADA3-41-2004	3	14,678.00	Must be able to read and write	None required	None required	None required (CSC MC 10, Series 2013 - Category III)	<b>Basic</b> in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, and attention to details	UEP Main Campus

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

MAR 17 2023

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](http://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. The Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at level of position without



discrimination 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)

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

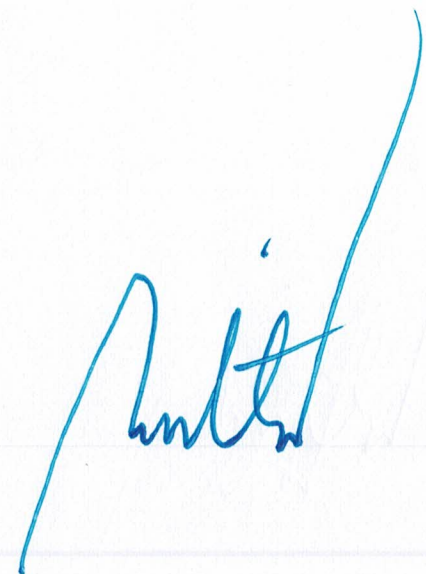
CHERRY I. ULTRA, PhD

President

UEP, University Town, Northern Samar

[uepnsofficial@gmail.com](mailto:uepnsofficial@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

A handwritten signature in blue ink, appearing to read 'Cherry I. Ultra', is located in the bottom right corner of the page. The signature is fluid and cursive, with a long, sweeping line extending upwards and to the right.