

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: 04/29/2024

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	Administrative Assistant II (Audio-Visual Aids Technician II)	UEPB-ADAS2-65-2023	8	19,744.00	High school graduate or Completion of relevant vocational/ trade course	4 hours of relevant training	1 year of relevant experience	Audio-Visual Equipment Operator/Technician (MC 11, Series 1996 - Category II as amended by MC 10, Series 2013 - Category II)	Intermediate 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, Cataman	
2	Administrative Assistant II (Audio-Visual Aids Technician II)	UEPB-ADAS2-66-2023	8	19,744.00	High school graduate or Completion of relevant vocational/ trade course	4 hours of relevant training	1 year of relevant experience	Audio-Visual Equipment Operator/Technician (MC 11, Series 1996 - Category II as amended by MC 10, Series 2013 - Category II)	Intermediate 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, Cataman	
3	Administrative Assistant II (Painter Foreman)	UEPB-ADAS2-67-2023	8	19,744.00	High school graduate	4 hours of relevant training	1 year of relevant experience	Painter (MC 11, Series 1996 - Category I as amended by MC 10, Series 2013 - Category II)	Intermediate in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, attention to details, facilitation skills	UEP Main Campus, Cataman	

4	Administrative Aide VI (Clerk III)	UEPB-ADA6-1-2023	6	17,553.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	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, report preparation and documentation	UEP Main Campus, Catarman
5	Administrative Aide VI (Clerk III)	UEPB-ADA6-2-2023	6	17,553.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	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, report preparation and documentation	UEP Main Campus, Catarman
6	Administrative Aide VI (Clerk III)	UEPB-ADA6-3-2023	6	17,553.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	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, report preparation and documentation	UEP Main Campus, Catarman
7	Administrative Aide VI (Clerk III)	UEPB-ADA6-4-2023	6	17,553.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	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, report preparation and documentation	UEP Main Campus, Catarman

8	Administrative Aide VI (Clerk III)	UEPB-ADA6-5-2023	6	17,553.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	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, report preparation and documentation	UEP Main Campus, Cataman
9	Administrative Aide VI (Clerk III)	UEPB-ADA6-6-2023	6	17,553.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	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, report preparation and documentation	UEP Main Campus, Cataman
10	Administrative Aide VI (Clerk III)	UEPB-ADA6-7-2024	6	17,553.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	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, report preparation and documentation	UEP Main Campus, Cataman
11	Administrative Aide VI (Clerk III)	UEPB-ADA6-8-2023	6	17,553.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	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, report preparation and documentation	UEP Main Campus, Cataman

12	Administrative Aide VI (Clerk III)	UEPB-ADA6-9-2023	6	17,553.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	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, report preparation and documentation	UEP Main Campus, Cataman
13	Administrative Aide VI (Clerk III)	UEPB-ADA6-10-2023	6	17,553.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	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, report preparation and documentation	UEP Main Campus, Cataman
14	Administrative Aide VI (Clerk III)	UEPB-ADA6-11-2023	6	17,553.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	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, report preparation and documentation	UEP Main Campus, Cataman
15	Administrative Aide VI (Clerk III)	UEPB-ADA6-12-2023	6	17,553.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	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, report preparation and documentation	UEP Main Campus, Cataman

16	Administrative Aide VI (Clerk III)	UEPB-ADA6-13-2023	6	17,553.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	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, report preparation and documentation	UEP Main Campus, Cataman
17	Administrative Aide VI (Clerk III)	UEPB-ADA6-14-2023	6	17,553.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	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, report preparation and documentation	UEP Main Campus, Cataman
18	Administrative Aide VI (Clerk III)	UEPB-ADA6-15-2023	6	17,553.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	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, report preparation and documentation	UEP Main Campus, Cataman
19	Administrative Aide VI (Clerk III)	UEPB-ADA6-16-2023	6	17,553.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	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, report preparation and documentation	UEP Main Campus, Cataman

20	Administrative Aide VI (Clerk III)	UEPB-ADA6-17-2023	6	17,553.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	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, report preparation and documentation	UEP Main Campus, Catarman
21	Administrative Aide VI (Clerk III)	UEPB-ADA6-18-2023	6	17,553.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	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, report preparation and documentation	UEP Main Campus, Catarman
22	Administrative Aide VI (Clerk III)	UEPB-ADA6-19-2023	6	17,553.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	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, report preparation and documentation	UEP Main Campus, Catarman
23	Administrative Aide VI (Clerk III)	UEPB-ADA6-20-2023	6	17,553.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	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, report preparation and documentation	UEP Main Campus, Catarman

24	Administrative Aide VI (Clerk III)	UEPB-ADA6-21-2023	6	17,553.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	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, report preparation and documentation	UEP Main Campus, Cataman
25	Administrative Aide VI (Clerk III)	UEPB-ADA6-22-2023	6	17,553.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	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, report preparation and documentation	UEP Main Campus, Cataman
26	Administrative Aide VI (Clerk III)	UEPB-ADA6-23-2023	6	17,553.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	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, report preparation and documentation	UEP Main Campus, Cataman
27	Administrative Aide VI (Clerk III)	UEPB-ADA6-24-2023	6	17,553.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	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, report preparation and documentation	UEP Main Campus, Cataman

28	Administrative Aide VI (Mechanic II)	UEPB-ADA6-66-2004	6	17,553.00	High school graduate or Completion of relevant vocational/trade course	None required	None required	Mechanic (MC 11, Series 1996 - Category I as amended by MC 10, Series 2013 - Category II)	Basic in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, attention to details, facilitation skills	UEP Main Campus, Cataman
29	Administrative Officer V	UEPB-ADOF5-52-2023	18	46,725.00	Bachelors 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, facilitation skills, policy interpretation and implementation, report preparation and documentation, knowledge of related regulations and procedures of oversight agencies and bodies, thinking strategically and creatively, formulating and integrating development plan, leading change	UEP Laoang Campus, Laoang
30	Accountant II	UEPB-A2-69-2023	16	39,672.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (Certified Public Accountant)	Intermediate 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, policy interpretation and implementation, report preparation and documentation, knowledge of related regulations and procedures of oversight agencies and bodies, thinking strategically and creatively, formulating and integrating development plan, leading change	UEP Laoang Campus, Laoang

31	Administrative Officer IV (Human Resource Management Officer II)	UEPB-ADO4-54-2023	15	36,619.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	<p>Intermediate 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, facilitation skills, policy interpretation and implementation, report preparation and documentation, knowledge of related regulations and procedures of oversight agencies and bodies, thinking strategically and creatively, formulating and integrating development plan, leading change</p>	UEP Laoang Campus, Laoang
32	Administrative Officer III (Cashier II)	UEPB-ADO3-57-2023	14	33,843.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	<p>Intermediate 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, presentation skills, facilitation skills, report preparation and documentation, knowledge of related regulations and procedures of oversight agencies and bodies, formulating and integrating development plan, leading change</p>	UEP Laoang Campus, Laoang

33	Administrative Officer II (Human Resource Management Officer I)	UEPB-ADOF2-62-2023	11	27,000.00	Bachelor's degree	None required	None required	None required	Career Service (Professional) Second Level Eligibility	<p>Basic 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, facilitation skills, policy interpretation and implementation, report preparation and documentation, knowledge of related regulations and procedures of oversight agencies and bodies, thinking strategically and creatively, formulating and integrating development plan, leading change</p>	UEP Laoang Campus, Laoang
34	Administrative Officer I (Supply Officer I)	UEPB-ADOF1-65-2023	10	23,176.00	Bachelor's degree	None required	None required	None required	Career Service (Professional) Second Level Eligibility	<p>Basic 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, policy interpretation and implementation, report preparation and documentation, knowledge of related regulations and procedures of oversight agencies and bodies, thinking strategically and creatively, formulating and integrating development plan, leading</p>	UEP Laoang Campus, Laoang
35	Administrative Assistant III (Senior Bookkeeper)	UEPB-ADAS3-66-2023	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	<p>Basic in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, attention to details, records management, facilitation skills, problem solving skills, computer skills, presentation skills, data management, report preparation and documentation</p>	UEP Laoang Campus, Laoang	

36	Administrative Assistant II (Disbursing Officer II)	UEPB-ADAS2-68-2023	8	19,744.00	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	Basic in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, attention to details, records management, facilitation skills, problem solving skills, computer skills, presentation skills, data management, report preparation and documentation	UEP Laoang Campus, Laoang
37	Administrative Assistant I (Buyer I)	UEPB-ADAS1-69-2023	7	18,620.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	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, report preparation and documentation	UEP Laoang Campus, Laoang
38	Administrative Aide VI (Clerk III)	UEPB-ADA6-25-2023	6	17,553.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	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, report preparation and documentation	UEP Laoang Campus, Laoang
39	Administrative Aide VI (Clerk III)	UEPB-ADA6-26-2023	6	17,553.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	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, report preparation and documentation	UEP Laoang Campus, Laoang

40	Administrative Aide VI (Clerk III)	UEPB-ADA6-27-2023	6	17,553.00	Completion of two (2) years studies in college	None required	None required	None required	Career Service (Sub-Professional) First Level Eligibility	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, report preparation and documentation	UEP Laoang Campus, Laoang
41	Administrative Aide VI (Clerk III)	UEPB-ADA6-28-2023	6	17,553.00	Completion of two (2) years studies in college	None required	None required	None required	Career Service (Sub-Professional) First Level Eligibility	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, report preparation and documentation	UEP Laoang Campus, Laoang
42	Administrative Aide IV (Clerk II)	UEPB-ADA4-29-2023	4	15,586.00	Completion of two (2) years studies in college	None required	None required	None required	Career Service (Sub-Professional) First Level Eligibility	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, report preparation and documentation	UEP Laoang Campus, Laoang
43	Cook I	UEPB-COK1-7-2006	3	14,678.00	Elementary school graduate	None required	None required	None required	None required (MC 11, Series 1996 - Category III as amended by MC 10, Series 2013 - Category III)	Basic in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, attention to details	UEP Laoang Campus, Laoang

							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, facilitation skills, policy interpretation and implementation, report preparation and documentation, knowledge of related regulations and procedures of oversight agencies and bodies, thinking strategically and creatively, formulating and integrating development plan, leading change	UEP Pedro Rebadulla Memorial Campus, Catubig		
44	Administrative Officer V	UEPB-ADOF5-53-2023	18	46,725.00	Bachelors degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Intermediate 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, policy interpretation and implementation, report preparation and documentation, knowledge of related regulations and procedures of oversight agencies and bodies, thinking strategically and creatively, formulating and integrating development plan, leading change	UEP Pedro Rebadulla Memorial Campus, Catubig
45	Accountant II	UEPB-A2-70-2023	16	39,672.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (Certified Public Accountant)	Intermediate 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, policy interpretation and implementation, report preparation and documentation, knowledge of related regulations and procedures of oversight agencies and bodies, thinking strategically and creatively, formulating and integrating development plan, leading change	UEP Pedro Rebadulla Memorial Campus, Catubig

46	Veterinarian II	UEPB-VET2-2-2004	16	39,672.00	Doctor of Veterinary Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Veterinarian)	<p>Intermediate 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, presentation skills, facilitation skills, problem solving skills, policy interpretation and implementation, report preparation and documentation, knowledge of related regulations and procedures of oversight agencies and bodies, thinking strategically and creatively, formulating and integrating development plan, risk reduction and management, leading and management, leading</p> <p>character</p>	UEP Pedro Rebadulla Memorial Campus, Catubig
47	Administrative Officer IV (Human Resource Management Officer II)	UEPB-ADOF4-55-2023	15	36,619.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	<p>Intermediate 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, facilitation skills, policy interpretation and implementation, report preparation and documentation, knowledge of related regulations and procedures of oversight agencies and bodies, thinking strategically and creatively, formulating and integrating development plan, leading change</p>	UEP Pedro Rebadulla Memorial Campus, Catubig

48	Administrative Officer III	UEPB-ADOF3-58-2023	14	33,843.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Intermediate 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, presentation skills, facilitation skills, report preparation and documentation, knowledge of related regulations and procedures of oversight agencies and bodies, formulating and integrating development plan, leading change	UEP Pedro Rebadulla Memorial Campus, Catubig
49	Administrative Officer III (Cashier II)	UEPB-ADOF3-59-2023	14	33,843.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Intermediate 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, presentation skills, facilitation skills, report preparation and documentation, knowledge of related regulations and procedures of oversight agencies and bodies, formulating and integrating development plan, leading change	UEP Pedro Rebadulla Memorial Campus, Catubig

50	Dentist I	UEPB- DENT1-1- 2000	14	33,843.00	Doctor of Dental Medicine or Dental Surgery	None required	None required	None required	RA 1080 (Dentist)	Intermediate 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, presentation skills, facilitation skills, problem solving skills, policy interpretation and implementation, report preparation and documentation, knowledge of related regulations and procedures of oversight agencies and bodies, thinking strategically and creatively, formulating and integrating development plan, risk reduction and management, leading change	UEP Pedro Rebadulla Memorial Campus, Catubig
51	Administrative Officer I (Records Officer I)	UEPB- ADOF1-66- 2023	10	23,176.00	Bachelor's degree	None required	None required	None required	Career Service (Professional) Second Level Eligibility	Basic in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, attention to details, records management, preparation and documentation, knowledge of related regulations and procedures of oversight agencies and bodies, thinking strategically and creatively, formulating and integrating development plan, leading change	UEP Pedro Rebadulla Memorial Campus, Catubig
52	Administrative Assistant III (Senior Bookkeeper)	UEPB- ADAS3-67- 2023	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	Basic in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, attention to details, records management, facilitation skills, problem solving skills, computer skills, presentation skills, data management, report preparation and documentation	UEP Pedro Rebadulla Memorial Campus, Catubig	

53	Administrative Assistant II (Budgeting Assistant)	UEPB-ADAS2-69-2023	8	19,744.00	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	Basic in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, attention to details, records management, facilitation skills, problem solving skills, computer skills, presentation skills, data management, report preparation and documentation	UEP Pedro Rebadulla Memorial Campus, Catubig
54	Administrative Assistant II (Disbursing Officer II)	UEPB-ADAS2-70-2023	8	19,744.00	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	Basic in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, records management, computer skills, flexibility, attention to details, communication skills, writing skills, facilitation skills, problem solving skills, computer skills, presentation skills, data management, report preparation and documentation	UEP Pedro Rebadulla Memorial Campus, Catubig
55	Administrative Assistant I (Buyer I)	UEPB-ADAS1-70-2023	7	18,620.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	Basic in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, records management, computer skills, flexibility, attention to details, communication skills, writing skills, facilitation skills, problem solving skills, computer skills, presentation skills, data management, report preparation and documentation	UEP Pedro Rebadulla Memorial Campus, Catubig
56	Administrative Aide VI (Clerk III)	UEPB-ADA6-29-2023	6	17,553.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	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, report preparation and documentation	UEP Pedro Rebadulla Memorial Campus, Catubig

57	Administrative Aide VI (Clerk III)	UEPB-ADA6-30-2023	6	17,553.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	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, report preparation and documentation	UEP Pedro Rebadulla Memorial Campus, Catubig
58	Administrative Aide VI (Clerk III)	UEPB-ADA6-31-2023	6	17,553.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	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, report preparation and documentation	UEP Pedro Rebadulla Memorial Campus, Catubig
59	Administrative Aide VI (Clerk III)	UEPB-ADA6-32-2023	6	17,553.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	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, report preparation and documentation	UEP Pedro Rebadulla Memorial Campus, Catubig
60	Administrative Aide VI (Clerk III)	UEPB-ADA6-33-2023	6	17,553.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	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, report preparation and documentation	UEP Pedro Rebadulla Memorial Campus, Catubig

61	Administrative Aide IV (Clerk II)	UEPB-ADA4-30-2023	4	15,586.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	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, report preparation and documentation	UEP Pedro Rebadulla Memorial Campus, Catubig
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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 MAY 10 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. 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.