

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:  December 7, 2021

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 Aide V (Chauffeur I)	UEPB-ADA5- 32-2004	5	15,275.00	Elementary School Graduate	None required	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
2	Security Guard II	UEPB- SECG2-4- 2003	5	15,275.00	High School Graduate	None required	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



3	Administrative Aide IV (Driver II)	UEPB-ADA4-40-2004	4	14,400.00	Elementary School Graduate	None required	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
4	Laboratory Aide II	UEPB-LABA2-18-2008	4	14,400.00	Elementary School Graduate	None required	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, attention to details, and facilitation skills	UEP Main Campus
5	Administrative Aide IV (Reproduction Machine Operator II)	UEPB-ADA4-15-2012	4	14,400.00	Elementary School Graduate	None required	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, attention to details, risk reduction and management, facilitation skills, problem solving skills, and computer skills	UEP Main Campus
6	Administrative Aide IV (Communications Equipment Operator I)	UEPB-ADA4-44-2004	4	14,400.00	Completion of two (2) years studies in college or high school graduate with relevant vocational/trade course	None required	None required	None required	CSC MC 10, Series 2013 - Category II	Basic 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	Farm Worker II	UEPB-FAWK2-3-2001	4	14,400.00	Elementary School Graduate	None required	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, and attention to details	UEP Main Campus
8	Farm Worker II	UEPB-FAWK2-4-2000	4	14,400.00	Elementary School Graduate	None required	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, and attention to details	UEP Main Campus
9	Farm Worker II	UEPB-FAWK2-4-2001	4	14,400.00	Elementary School Graduate	None required	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, and attention to details	UEP Main Campus
10	Farm Worker II	UEPB-FAWK2-8-2000	4	14,400.00	Elementary School Graduate	None required	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, and attention to details	UEP Main Campus
11	Farm Worker II	UEPB-FAWK2-14-2000	4	14,400.00	Elementary School Graduate	None required	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, and attention to details	UEP Main Campus
12	Administrative Aide III (Laborer II)	UEPB-ADA3-1-2010	3	13,572.00	Must be able to read and write	None required	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, and attention to details	UEP Main Campus

13	Administrative Aide III (Laborer II)	UEPB-ADA3-29-2004	3	13,572.00	Must be able to read and write	None required	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, and attention to details	UEP Main Campus
14	Administrative Aide III (Utility Worker II)	UEPB-ADA3-41-2004	3	13,572.00	Must be able to read and write	None required	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, and attention to details	UEP Main Campus
15	Librarian Aide	UEPB-LIBA-1-1998	2	12,790.00	Elementary School Graduate	None required	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, and attention to details	UEP Main Campus
16	Administrative Assistant I (Reproduction Machine Operator III)	UEPB-ADAS1-7-2008	7	17,179.00	Elementary School Graduate	None required	None required	None required	None required (CSC MC 10, Series 2013 - Category III)	Intermediate in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, computer skills, attention to details, and achievement orientation	UEP Main Campus
17	Administrative Officer I (Records Officer I)	UEPB-ADOF1-27-2004	10	21,205.00	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, records management, computer skills, attention to details, achievement orientation, presentation skills, data management, and report preparation and documentation	UEP Main Campus



18	Senior Administrative Assistant I (Data Controller IV)	UEPB-SADAS1-4-2012	13	28,276.00	Completion of two (2) years studies in college or high school graduate with relevant vocational/trade course	16 hours of relevant training	3 years of relevant experience	Career Service (Subprofessional) First Eligibility; Data Encoder (CSC MC 11, Series 1996 - Category I)	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, data management, and report preparation and documentation	UEP Main Campus
19	Administrative Officer IV (Administrative Officer II)	UEPB-ADOF4-28-2004	15	33,575.00	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, knowledge of related regulations and procedures of oversight agencies and bodies, and leading change	UEP Main Campus

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20	Administrative Officer V (Administrative Officer III)	UEPB-ADOF5-24-2004	18	43,681.00	Bachelor's degree	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, 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, and leading change	UEP Main Campus
21	Administrative Aide I (Laborer I)	UEPB-ADA1-28-2004	1	12,034.00	Must be able to read and write	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, and attention to details	UEP Laoang Campus

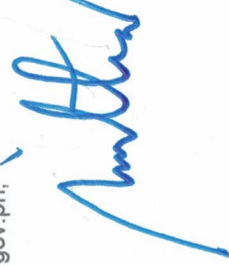



22	Registrar II	UEPB-R2-1-2006	15	33,575.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Intermediate in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, records management, computer skills, attention to details, achievement orientation, communication skills, writing skills, presentation skills, data management, facilitation skills, report preparation and documentation, knowledge of related regulations and procedures of oversight agencies and bodies, and leading change	UEP Laoang Campus
23	Administrative Aide V (Accounting Machine Operator I)	UEPB-ADA5-8-2007	5	15,275.00	Completion of two (2) years studies in college	None required	None required	Career Service (Subprofessional) First Eligibility; Data Encoder (CSC MC 11, Series 1996 - Category I)	Basic in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, attention to details, risk reduction and management	UEP Pedro Rebadulla Memorial 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 **December 20, 2021**.

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.

2/9/21



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

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

A handwritten signature in blue ink, appearing to read "Amthor", is written in the upper right corner of the page.