

REQUEST FOR PUBLICATION OF VACANT POSITIONS

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of University of Eastern Philippines in the CSC website:

ROLANDO A. DELORINO, PhD
President
Date: August 9, 2018

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Science Research Assistant	UEPB-SRAS-1-1998	9	17,473.00	Completion of two yrs. Studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional);	
2	Instructor I	UEPB-INST1-19-2016	12	22,149.00	BSBA Marketing with relevant Master's Degree	None	None	None Required; RA 1080 (for Courses requiring BAR or Board Eligibility)	Main Campus
3	Registrar II	UEPB-R2-10-2008	15	29,010.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) 2nd Level Eligibility	
4	Supervising Administrative Officer (Records Officer IV)	UEPB-SADOF-27-2004	22	58,717.00	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) 2nd Level Eligibility	
5	Registrar IV	UEPB-R4-1-2003							

Interested and qualified applicants (regardless of age, sex, marital status, race, religious/ethical belief, appearance, gender orientation/preference, regional/ethnic origin, disability, political affiliation, and family status) should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **August 31, 2018**.

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 present position for one (1) year (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:

DR. ROLANDO A. DELORINO
University President
University of Eastern Philippines
University Town, Cataraman, Northern Samar 6400
jeppresub@qmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.