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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:

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Date: MAR 04 2024  
University President  
**CHERRY L. ULTRA, PhD**

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 Officer V (Budget Officer III)	UEPB-ADOF5-24-2004	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 Main Campus - Budget Office

2	Accountant II	UEPB-A2-68-2023	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 (Accountant)	<p><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, 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 Main Campus - Accounting Office
3	Administrative Officer IV	UEPB-ADOF4-52-2023	15	36,619.00	Bachelors degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	<p><b>Advanced</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, 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 Main Campus - General Services Unit

4	Information Officer II	UEPB-INFO2-31-2023	15	36,619.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	<p><b>Advanced</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, presentation skills, facilitation skills, policy interpretation and implementation, report preparation and documentation, records management, data management, information, education and communication materials development, knowledge of related regulations and procedures of oversight agencies and bodies, thinking strategically and creatively, formulating and integrating development plan, leading change</p>	UEP Main Campus - Office of the President
5	Planning Officer II	UEPB-PL02-46-2023	15	36,619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	<p><b>Advanced</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, influencing and building relationships, organization skills, facilitation skills, monitoring and evaluating, risk reduction and management, report preparation and documentation, problem solving skills, policy interpretation and implementation, report preparation and documentation, data management, information, knowledge of related regulations and procedures of oversight agencies and bodies, formulating and integrating development plan, process management, leading change</p>	UEP Main Campus - Planning Office

6	Administrative Officer III (Supply Officer II)	UEPB-ADOF3-56-2023	14	33,843.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	<p>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, leading change</p>	UEP Main Campus - Supply and Property Management Unit
7	Board Secretary I	UEPB-BS1-25-2023	14	33,843.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	<p>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, presentation skills, facilitation skills, policy interpretation and implementation, report preparation and documentation, records management, data management, information, education and communication materials development, knowledge of related regulations and procedures of oversight agencies and bodies, formulating and integrating development plan, leading change</p>	UEP Main Campus - Office of the Board Secretary

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8	Accountant I	UEPB-A1-69-2023	12	29,165.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	None required	None required	RA 1080 (Accountant)	<p><b>Basic</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, 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 Main Campus - Accounting Office
9	Administrative Officer II	UEPB-ADOF2-57-2023	11	27,000.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	<p><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, 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 Main Campus - Accounting Office

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10	Administrative Officer II (Budget Officer I)	UEPB- ADOF2-58- 2023	11	27,000.00	Bachelor's degree relevant to the job	None required	None required	None required	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, 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 Main Campus - Budget Office
11	Administrative Officer II (Human Resource Management Officer I)	UEPB- ADOF2-59- 2023	11	27,000.00	Bachelor's degree	None required	None required	None required	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, 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 Main Campus - Human Resource Management Office

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12	Administrative Officer II	UEPB-ADOF2-60-2023	11	27,000.00	Bachelor's degree relevant to the job	None required	None required	None required	None required	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, 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 Main Campus - Quality Assurance Unit
13	Administrative Officer II (Human Resource Management Officer I)	UEPB-ADOF2-61-2023	11	27,000.00	Bachelor's degree	None required	None required	None required	None required	Career Service (Professional) Second Level Eligibility	Intermediate in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal 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 Main Campus - Human Resource Management Office
14	Computer Maintenance Technologist I	UEPB-CTMT1-29-2023	11	27,000.00	Bachelor's degree relevant to the job	None required	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, risk reduction and management, facilitation skills, problem solving skills, and computer skills, leading change	UEP Main Campus - Information and Communications Technology Unit

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15	Administrative Officer I (Cashier I)	UEPB-ADOF1-62-2023	10	23,176.00	Bachelor's degree	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, risk reduction and management, facilitation skills, problem solving skills, and computer skills, leading change	UEP Main Campus - Cashier's Office
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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 MAR 15 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](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.