

Republic of the Philippines
UNIVERSITY OF EASTERN PHILIPPINES
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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:

Date: 12/05/2024

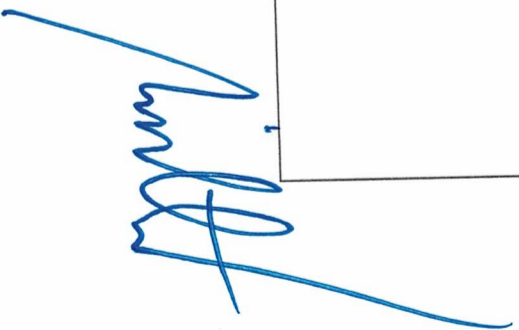

CHERRY L. ULTRA, PhD
University President

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards						Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Administrative Officer V	UEPB-ADOF-5-49-2023	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, 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, Cataman	

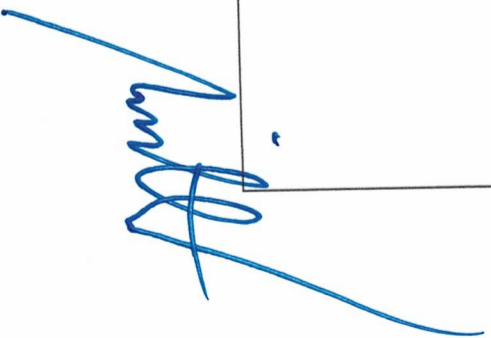
2	Administrative Officer V	UEPB-ADOFS-50-2023	18	46,725.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	<p>Advanced in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, computer skills, attention to details, achievement orientation, communication skills, writing skills, 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, Cataman
3	Administrative Officer V	UEPB-ADOFS-51-2023	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	<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, 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, Cataman



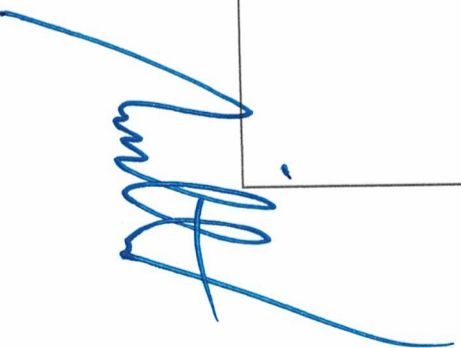
4	Internal Auditor III	UEPB-IAUD3-34-2023	18	46,725.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Advanced in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, computer skills, attention to details, achievement orientation, communication skills, writing skills, 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, Cataman
5	Information Officer III	UEPB-INFO3-30-2023	18	46,725.00	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, 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, Cataman



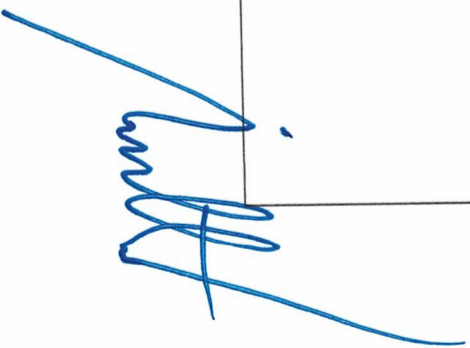
6	Project Development Officer III	UEPB-PDO3-45-2023	18	46,725.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Advanced in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, computer skills, attention to details, achievement orientation, communication skills, writing skills, 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, Cataman
7	Planning Officer III	UEPB-PO3-41-2023	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, 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, Cataman



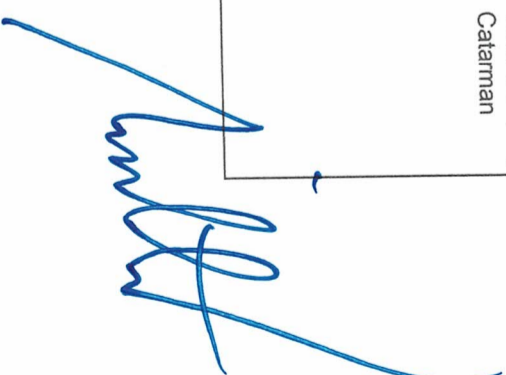
8	Executive Assistant II	UEPB-EXA2-1-1998	17	43,030.00	Bachelor's degree	4 hours of training	1 year of experience	Career Service (Professional) Second Level Eligibility	Intermediate in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, computer skills, attention to details, achievement orientation, communication skills, writing skills, 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, Cataman
9	Administrative Officer IV	UEPB-ADO4-53-2023	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	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, Cataman



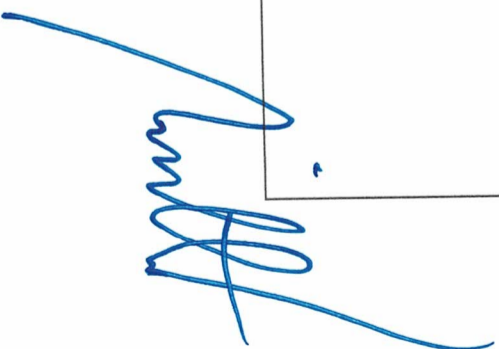
10	Project Development Officer II	UEPB-PDO2-42-2023	15	36,619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Intermediate in the following areas: exemplifying integrity and professionalism, delivering 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, Cataman
11	Administrative Officer III	UEPB-ADO3-54-2023	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, 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, Cataman



12	Administrative Officer III	UEPB-ADOF3-55-2023	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, 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, Cataman
13	Administrative Officer III	UEPB-ADOF3-7-2012	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, 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, Cataman



14	Legal Assistant III	UEPB-LEA3-38-2023	14	33,843.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	8 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	1 year experience in legal work such as preparation of pleadings, legal opinions and memoranda or legal research	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 Main Campus, Cataman
15	Legal Assistant II	UEPB-LEA2-39-2023	12	29,165.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	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 Main Campus, Cataman



16	Legal Assistant II	UEPB-LEA2-40-2023	12	29,165.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None required	Career Service (Professional) Second Level Eligibility	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	UEP Main Campus, Cataman
17	Administrative Assistant V (Printing Machine Operator IV)	UEPB-ADAS5-10-2012	11	27,000.00	High school graduate	8 hours of relevant training	2 years of relevant experience	Printing Machine Operator (MC 11, Series 1996 - Category II as amended by MC 10, Series 2013 - Category II)	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	UEP Main Campus, Cataman



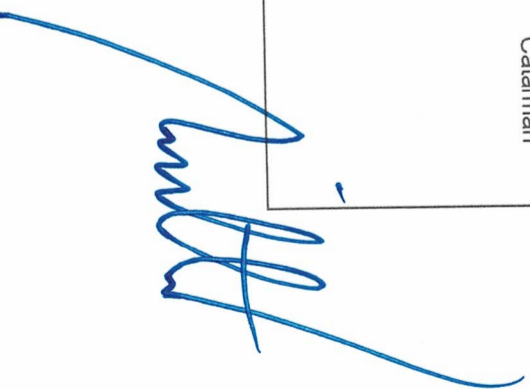
18	Internal Auditor I	UEPB-IAUD1-35-2023	11	27,000.00	Bachelor's degree relevant to the job	None required	None required	None required	Career Service (Professional) Second Level Eligibility	<p>Basic in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal 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 Main Campus, Cataman
19	Internal Auditor I	UEPB-IAUD1-36-2023	11	27,000.00	Bachelor's degree relevant to the job	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 Main Campus, Cataman



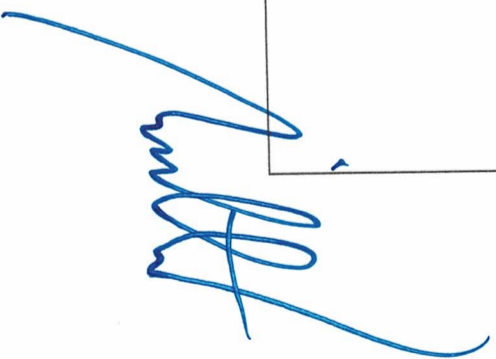
20	Information Officer I	UEPB-INFO1-32-2023	11	27,000.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	Basic in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, computer 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, Cataman
21	Information Officer I	UEPB-INFO1-33-2023	11	27,000.00	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, 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, Cataman



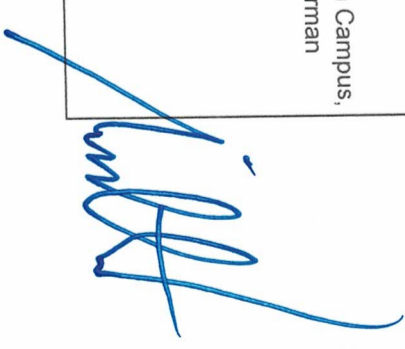
22	Project Development Officer I	UEPB-PDO1-47-2023	11	27,000.00	Bachelor's degree relevant to the job	None required	None required	None required	Career Service (Professional) Second Level Eligibility	Basic in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, 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, Cataman
23	Project Development Officer I	UEPB-PDO1-48-2023	11	27,000.00	Bachelor's degree relevant to the job	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, 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, Cataman



24	Planning Officer I	UEPB-PL01-43-2023	11	27,000.00	Bachelor's degree relevant to the job	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, 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, Cataman
25	Planning Officer I	UEPB-PL01-44-2023	11	27,000.00	Bachelor's degree relevant to the job	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, 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, Cataman



26	Computer Programmer I	UEPB-COMPRO1-1-2003	11	27,000.00	Bachelor's degree relevant to the job	None required	None required	None required	2 years of relevant experience	Audio-Visual Operator/Technician (MC 11, Series 1996 - Category II 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, risk reduction and management, facilitation skills, problem solving skills, computer skills, information, education and communications materials development, leading change	UEP Main Campus, Cataman
27	Administrative Assistant IV (Audio-Visual Aids Technician III)	UEPB-ADAS4-11-2012	10	23,176.00	High school graduate or completion of relevant vocational/trade course	8 hours of relevant training	None required	None required	2 years of relevant experience	Audio-Visual Operator/Technician (MC 11, Series 1996 - Category II as amended by MC 10, Series 2013 - Category II)	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 change	UEP Main Campus, Cataman
28	Administrative Officer I	UEPB-ADOF1-63-2023	10	23,176.00	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, 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 Main Campus, Cataman



29	Administrative Officer I	UEPB-ADOF1-64-2023	10	23,176.00	Bachelor's degree relevant to the job	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, 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 Main Campus, Cataman
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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

Mary Joy 2019

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.