

**Republic of the Philippines**  
**LEYTE NORMAL UNIVERSITY**  
**Request for Publication of Vacant Positions**

To: **CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of Leyte Normal University in the CSC website:

  
**JUDE A. DUARTE, DPA**  
University President

Date: January 05, 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	Science Research Specialist 1	LNUB-SRAS1-1-2008	13	26,754.00	Bachelor's degree Relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		Admin/Research Unit
2	Computer Maintenance Technologist 1	LNUB-CTMT1-1-1998	11	22,316.00	Bachelor's degree Relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		IT Unit
3	Administrative Aide VI (Clerk III)	LNUB-ADA6-38-2004	6	15,524.00	Completion of two year studies in college	None required	None required	Career Service (Sub- professional)/ First Level Eligibility		Admin/Finance Unit
4	Administrative Aide VI (Clerk III)	LNUB-ADA6-39-2004	6	15,524.00	Completion of two year studies in college	None required	None required	Career Service (Sub- professional)/ First Level Eligibility		Admin/Finance Unit
5	Administrative Aide V	LNUB-ADA5-2-2008	5	14,641.00	Completion of two year studies in college	None required	None required	Career Service (Sub- professional)/ First Level Eligibility		Admin/Finance Unit
6	Administrative Aide V (Chauffer I)	LNUB-ADA5-15-2004	5	14,641.00	None required	None required	None required	Professional Driver's License (MC No. 10, s.2013 Cat. IV)		Admin Unit
7	Administrative Aide IV (Reproduction Machine Operator II)	LNUB-ADA4-23-2004	4	13,807.00	Elementary School Graduate	None required	None required	None Required(MC 11, s. 96-Cat. III)		Admin Unit

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
Date: January 05, 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)	
8	Administrative Aide III (Utility Worker II)	LNUB-ADA3-15-2004	3	13,019.00	Must be able to read and write	None required	None required	None Required(MC 11 s. 96 Cat. III)		Admin Unit

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 January 16, 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. Original authenticated 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:

  
\_\_\_\_\_  
JUDE A. DUARTE, DPA  
University President  
\_\_\_\_\_  
Leyte Normal University, P. Paterno St., Tacloban City  
\_\_\_\_\_  
[hrmo@lnu.edu.ph](mailto:hrmo@lnu.edu.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**