CS Form No. 9
Series of 2018

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: March 03, 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	Computer Programmer III	LNUB-COMPRO3-1-1998	18	43,681.00	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional)/ Second Level Eligibility		MIS Unit
2	Computer Programmer II	LNUB-COMPRO2-1-1998	15	33,575.00	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility		MIS Unit
3	Computer Programmer I	LNUB-COMPRO1-4-2008	11	23,877.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		MIS Unit
4	Guidance Counselor III	LNUB-GUIDC3-1-1998	13	28,276.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		Guidance Unit
5	Guidance Counselor I	LNUB-GUIDC1-1-1999	11	23,877.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		Guidance Unit
6	Guidance Counselor I	LNUB-GUIDC1-8-2008	11	23,877.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		Guidance Unit
7	Guidance Counselor I	LNUB-GUIDC1-9-2008	11	23,877.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		Guidance Unit
8	Construction and Maintenance Foreman	LNUB-CMF-1-1998	8	18,251.00	High School Graduate	1 year of relevant experience	4 hours of relevant training	None required (MC 11,s.96 Cat. III)		Admin Unit
9	Administrative Aide V	LNUB-ADA5-2-2008	5	15,275.00	Completion of two years studies in college	None required	None required	Career Service (Sub-professional)/ First Level Eligibility		Admin Unit

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10	Administrative Aide IV (Electrician I)	LNUB-ADA4-21-2004	4	14,400.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Electrician (CSC MC 10,s.2013 Category II)		Admin Unit
11	Administrative Aide II (Messenger)	LNUB-ADA2-16-2004	2	12,790.00	Elementary School Graduate	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 March 15, 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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.