

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:


EVELYN B. AGUIRRE, DA

University President

Date:

June 15, 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	Administrative Aide V(Printing Scheduler)	LNUB-ADA5-2-2008	5	15,275.00	High School Graduate	None required	None required	None required (MC 11,s.96 Cat. III)		Admin Unit
2	Administrative Aide III (Clerk 1)	LNUB-ADA3-17-2004	3	13,572.00	Completion of 2 years studies in College	None required	None required	Career Service(Subprofessional) First Level Eligibility		Admin Unit
3	Administrative Aide III (Clerk 1)	LNUB-ADA3-19-2004	3	13,572.00	Completion of 2 years studies in College	None required	None required	Career Service(Subprofessional) First Level Eligibility		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 June 26, 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:


EVELYN B. AGUIRRE, D.A.

University President

Leyte Normal University, P. Paterno St., Tacloban City

hrmo@lnu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.