

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

Republic of the Philippines
LEYTE NORMAL UNIVERSITY
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 LEYTE NORMAL UNIVERSITY in the CSC website:


ORESTE M. ORTEGA, JR.
OIC-CAO-ADMIN

Date: October 02, 2023

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	Attorney IV	LNUB-ATY4-18-2023	23	80,003.00	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080	Core: 1. Exemplifying Integrity 2. Delivering Service Excellence 3. Writing Effectively 4. Speaking Effectively 5. Building Collaborative, Inclusive Working Relationship 6. Use of Information and Communication Technology 7. Fiscal Management 8. Budget Management	
2	ADMINISTRATIVE AIDE VI (CLERK III)	LNUB-ADA6-5-2023	6	17,553.00	Completion of two year studies in College	None required	None required	Career Service (Sub-professional)/ First Level Eligibility		

3	ADMINISTRATIVE AIDE VI (CLERK III)	LNUB-ADA6-6-2023	6	17,553.00	Completion of two year studies in College	None required	None required	Career Service(Sub-professional)/First Level Eligibility		
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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 October 13, 2023.

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. This office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position **without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression(SOGIE).**

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.