

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:

**DR. REYNALDO B. GARNACE**

Chief Administrative Officer for Administration

Date: May 31, 2019

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	LNUB-ADA5-3-2008	5	14,007.00	Bachelor's Degree relevant to the job	1 year relevant experience	4 hours of relevant training	Career Service (Sub-professional)/ First Level Eligibility		Admin Unit
2	Administrative Officer IV	LNUB-ADOF4-16-2004	15	30,531.00	Bachelor's Degree relevant to the job	1 year relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility		Admin Unit
3	Computer Programmer I	LNUB-COMPRO1-1-2002	11	20,754.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		MIS Unit
4	Computer Programmer I	LNUB-COMPRO1-4-2008	11	20,754.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		MIS Unit
5	Construction and Maintenance Foreman	LNUB-CMF-1-1998	8	16,758.00	Hig School Graduate	1 year relevant experience	4 hours of relevant training	None required (MC 11,s.96 Cat. III)		Admin Unit
6	Guidance Counselor I	LNUB-GUIDC1-1-1999	11	20,754.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 Licensed Guidance Counselor		Guidance Unit
7	Guidance Counselor I	LNUB-GUIDC1-8-2008	11	20,754.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 Licensed Guidance Counselor		Guidance Unit
8	Guidance Counselor I	LNUB-GUIDC1-9-2008	11	20,754.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 Licensed Guidance Counselor		Guidance Unit
9	Guidance Counselor III	LNUB-GUIDC3-1-1998	13	25,232.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 Licensed Guidance Counselor		Guidance Unit
10	Librarian Aide	LNUB-LIBA-5-2008	2	11,761.00	Bachelor's Degree relevant to the job	None required	None required	None required (MC 11,s.96 Cat. III)		Library

11	Librarian Aide	LNUB-LIBA-6-2008	2	11,761.00	Bachelor's Degree relevant to the job	None required	None required	None required (MC 11,s.96 Cat. III)		Library
12	Security Guard II	LNUB-SECG2-2-1998	5	14,007.00	Hig School Graduate	None required	None required	Security Guard License (MC 1,s.Cat.II)		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 11, 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](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:

DR. JUDE A. DUARTE  
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 University President  
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 Leyte Normal University, P. Paterno St., Tacloban City  
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**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**