

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: January 24, 2024

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 VI (Clerk III)	LNUB-ADA6-7-2023	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional First Level Eligibility)		
2	Administrative Aide VI (Clerk III)	LNUB-ADA6-8-2023	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional First Level Eligibility)		
3	Administrative Aide VI (Clerk III)	LNUB-ADA6-9-2023	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional First Level Eligibility)		

4	Administrative Aide VI (Clerk III)	LNUB-ADA6-13-2023	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional First Level Eligibility)		
5	Administrative Aide VI (Clerk III)	LNUB-ADA6-14-2023	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional First Level Eligibility)		
6	Administrative Aide VI (Clerk III)	LNUB-ADA6-15-2023	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional First Level Eligibility)		
7	Administrative Aide VI (Utility Foreman)	LNUB-ADA6-16-2023	6	17,553.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		
8	Administrative Aide VI (Utility Foreman)	LNUB-ADA6-17-2023	6	17,553.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		
9	Administrative Aide VI (Utility Foreman)	LNUB-ADA6-18-2023	6	17,553.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		

10	Administrative Aide VI (Utility Foreman)	LNUB-ADA6-19-2023	6	17,553.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		
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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 February 3, 2024.

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.