


Republic of the Philippines
University of Eastern Philippines

Request for Publication of Vacant Positions

VICTORIA F. ESBER
Director IV
CSC Regional Office VIII
Government Center, Candahug, Palo, Leyte

Madam:

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the **University of Eastern Philippines** in the CSC


ROQUE A. IRADER

Supervising Administrative Officer

Date: January 09, 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Preference shall be given to those whose posses the following competency	Place of Assignment
					Education	Training	Experience	Eligibility		
1	INSTRUCTOR I (Information Technology)	UEPB-INSTI-16- 2011 UEPB-INSTI-15- 2011	12	22,938	Master Degree in area of specialization	None Required	None Required	RA 1080 for courses requiring BAR / Board Eligibility	<p>> Exemplifying Integrity and Professionalism - <i>Intermediate</i>. Shows persistence when faced with difficult problems or challenges; > Delivering Service Excellence - Intermediate. Demonstrates responsibility and accountability even for urgent work and delivers it promptly; > Interpersonal Skills - Intermediate. Works with others to identify, define, and solve problems; > Flexibility - Intermediate. Maintains focus when faced with competing circumstances; > Attention to Details - Intermediate. Sets up procedures to ensure high quality of work; > Achievement Orientation - Intermediate. Adopts ways to improve efficiency; > Leading Change - Intermediate. Includes components of the change management process in preparing work plans and activities of the unit; > Research and Development - Intermediate. Can contribute ideas in preparing/writing research proposals as co-research and present the same in a research fora; > Extension Competency - Intermediate. Participant in preparing extension services project proposals as co proponent and present the same to the extension counsel for funding.</p>	Main Campus
2	INSTRUCTOR I (Mechanical Engineering)	UEPB-INST1-9- 2015								
3	Instructor I (Sociology)	UEPB-INST1-21- 2014								
4	Instructor I (Agriculturist)	UEPB-INST1-3- 2013	12	22,938	Master Degree in area of specialization	None Required	None Required	RA 1080 for courses requiring BAR / Board Eligibility	<p>> Exemplifying Integrity and Professionalism - <i>Intermediate</i>. Shows persistence when faced with difficult problems or challenges; > Delivering Service Excellence - Intermediate. Demonstrates responsibility and accountability even for urgent work and delivers it promptly; > Interpersonal Skills - Intermediate. Works with others to identify, define, and solve problems; > Flexibility - Intermediate. Maintains focus when faced with competing circumstances; > Attention to Details - Intermediate. Sets up procedures to ensure high quality of work; > Achievement Orientation - Intermediate. Adopts ways to improve efficiency; > Leading Change - Intermediate. Includes components of the change management process in preparing work plans and activities of the unit; > Research and Development - Intermediate. Can contribute ideas in preparing/writing research proposals as co-research and present the same in a research fora; > Extension Competency - Intermediate. Participant in preparing extension services project proposals as co proponent and present the same to the extension counsel for funding.</p>	UEP- CATUBIG
5	Instructor I (Hotel Restaurant and Management)	UEPB-INST1-1- 2013								
6	Instructor I (Criminologist)	UEPB-INST1-40- 2016								
7	Instructor I (English)	UEPB-INST1-32- 1998								

Interested and qualified applicants (regardless of age, sex, marital status, race, religious/ethical belief, appearance, gender orientation/preference, regional/ethnic origin, disability, political affiliation, and family status) should signify their interest in writing.

Attach the following documents to the application letter and send to the address below not later than **January 23, 2020**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of 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:

ROQUE A. IRADER

Supervising Administrative Officer

HRMO 2F Administration Building,

hrmouap@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.