

CS Form No. 9  
Revised 2018

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

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 website:

  
**ROQUE A. IRADER**

*Supervising Administrative Officer*

Date: \_\_\_\_\_

3/7/2019

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	Preference shall be given to those whose posses the following competency	
1	Administrative Assistant II (Human Resource Management Assistant)	UEPB-ADAS2-15- 2008	8	16,282.00	Completion of two (2) years studies in college	4 hours of relevant training	1 yr of relevant experiece	Career Service (Sub- Professional) FirstLevel Eligibility	<p>&gt;Exemplifying integrity and professionalism-Intermediate. Shows persistence when faced with difficult problems or challenges</p> <p>&gt;Delivering Service Excellence-Intermediate. Demonstrates responsibility and accountability even for urgent work and delivers it promptly</p> <p>&gt;Interpersonal Skills-Intermediate.Works with others to identify, define, and solve problems</p> <p>&gt;Flexibility-Intermediate. Maintains focus when faced with competing circumstances</p> <p>&gt;Computer Skills-Demonstrates knowhow of the use of computers, local area network and internet, uses add-on functions of Word processor, creates graphs and prepares power point presentationIntermediate.</p> <p>&gt;Attention to Details-Intermediate. Sets up procedures to ensure high quality of work</p> <p>&gt;Achievement Orientation-Intermediate. Adopts ways to improve efficiency.</p>	Main Campus

Interested and qualified applicants should signify their interest in writing. Persons with disabilities are encouraged to apply. Attach the following documents to the application letter and send to the address below not later than March 17, 2019.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at
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. Other documents deemed applicable

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,

[hrmouep@gmail.com](mailto:hrmouep@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**