

CS Form No. 9

Revised 2018

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

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: 9/19/2019

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	INSTRUCTOR I ( English)	UEPB-INST1- 37-2016	15	22,938	Master Degree in area of specialization	NONE REQUIRED	NONE REQUIRED	RA 1080 for courses requiring BAR / Board Eligibility	<p>&gt; Exemplifying Integrity and Professionalism - <i>Intermediate</i>. Shows persistence when faced with difficult problems or challenges; &gt; Delivering Service Excellence - <i>Intermediate</i>. Demonstrates responsibility and accountability even for urgent work and delivers it promptly; &gt; Interpersonal Skills - <i>Intermediate</i>. Works with others to identify, define, and solve problems; &gt; Flexibility - <i>Intermediate</i>. Maintains focus when faced with competing circumstances; &gt; Attention to Details - <i>Intermediate</i>. Sets up procedures to ensure high quality of work; &gt; Achievement Orientation - <i>Intermediate</i>. Adopts ways to improve efficiency; &gt; Leading Change - <i>Intermediate</i>. Includes components of the change management process in preparing work plans and activities of the unit; &gt; Research and Development - <i>Intermediate</i>. Can contribute ideas in preparing/writing research proposals as co-research and present the same in a research fora; &gt; Extension Competency - <i>Intermediate</i>. Participant in preparing extension services project proposals as co proponent and present the same to the extension counsel for funding.</p>	UEP-Catubig

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 **October 1, 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 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,

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

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