



Republic of the Philippines
UNIVERSITY OF EASTERN PHILIPPINES
University Town, Northern Samar

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 University of Eastern Philippines in the CSC website:

CHERRY I. ULTRA, PhD
University President
Date: September 9, 2020

| No. | Position Title (Parenthetical Position, if applicable) | Plantilla Item No. | Salary Grade | Monthly Salary | Qualification Standards | | | | Place of Assignments |
|-----|---|--------------------|--------------|----------------|--|---------------|--|---|----------------------|
| | | | | | Education | Training | Experience | Eligibility | |
| 1 | Instructor I (Hospitality Management) | UEPB-INST1-11-2014 | | | | | None required; RA 1080 (for courses requiring BAR/Board eligibility) | Intermediate in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, attention to details, and achievement orientation Basic in the following areas: research and development, extension competency, and leading change | UEP Main Campus |
| 2 | Instructor I (Accountancy) | UEPB-INST1-16-2014 | 12 | 24,495 | Master's degree in the field of specialization | None required | None required | | UEP Main Campus |
| 3 | Instructor I (Biological Sciences) | UEPB-INST1-4-2014 | | | | | | | |

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 13, 2020**.

1. Fully accomplished PERSONAL DATA SHEET (PDS) with recent passport-sized picture and work experience sheet (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.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

CHERRY I. ULTRA, PhD

President

University of Eastern Philippines

University Town, Northern Samar 6400

uepnsofficial@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS WILL NOT BE ENTERTAINED.