

Republic of the Philippines
UNIVERSITY OF EASTERN PHILIPPINES
Request for Publication of Vacant Positions

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

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:

[Signature]
07/22/2024

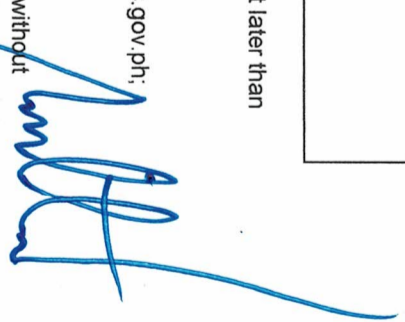
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Information Technology Officer I	UEPB-IT01-26-2023	19	51,357.00	Bachelors degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Advanced in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, records management, computer skills, attention to details, achievement orientation, communication skills, writing skills, facilitation skills, presentation skills, influencing and building relationships, risk reduction and management, policy interpretation and implementation, organization skills, data management, monitoring and evaluating, report preparation and documentation, problem solving, information, education and communications materials development, knowledge of related policies, regulations, and procedures of oversight agencies/bodies, process management, thinking strategically and creatively, formulating and integrating development plan, and leading change	UEP Main Campus - Information and Communications Technology Unit

2	Information Systems Analyst II	UEPB-INFOA2-27-2023	16	39,672.00	Bachelors degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Intermediate in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, records management, computer skills, attention to details, achievement orientation, communication skills, writing skills, facilitation skills, presentation skills, organization skills, data management, report preparation and documentation, information, education and communications materials development, process management, and leading change	UEP Main Campus - Information and Communications Technology Unit
3	Information Systems Analyst I	UEPB-INFOA1-28-2023	12	29,165.00	Bachelors degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Intermediate in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, records management, computer skills, attention to details, achievement orientation, communication skills, writing skills, facilitation skills, presentation skills, organization skills, data management, report preparation and documentation, information, education and communications materials development, process management, and leading change	UEP Main Campus - Information and Communications Technology Unit

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

May 1, 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. The Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at level of position without discrimination regardless of gender, civil status, age, disability, ethnicity, and members of the Indigenous Communities, and those from any Sexual Orientation and Gender Identities and Expression (SOGIE)



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

CHERRY I. ULTRA, PhD

President

UEP, University Town, Northern Samar

uepnsofficial@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

A handwritten signature in blue ink, appearing to be 'M. Ultra', is written at the bottom of the page.