

CS Form No. 9  
Revised 2018

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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

  
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**ROQUE A. IRADER**  
Supervising Administrative Officer

Date: \_\_\_\_\_ 5/8/2019



9	Instructor I (Mechanical Engineering)	UEPB-INST1-9-2015; UEPB-INST1-23-2016	12	22,938	Master Degree in area of specialization	None Required	None Required	RA 1080 for courses requiring BAR / Board Eligibility	<p>&gt; <b>Exemplifying Integrity and Professionalism - <i>Intermediate</i></b> . Shows persistence when faced with difficult problems or challenges; &gt; <b>Delivering Service Excellence - <i>Intermediate</i></b> . Demonstrates responsibility and accountability even for urgent work and delivers it promptly; &gt; <b>Interpersonal Skills - <i>Intermediate</i></b> . Works with others to identify, define, and solve problems; &gt; <b>Flexibility - <i>Intermediate</i></b> . Maintains focus when faced with competing circumstances; &gt; <b>Attention to Details - <i>Intermediate</i></b> . Sets up procedures to ensure high quality of work; &gt; <b>Achievement Orientation - <i>Intermediate</i></b> . Adopts ways to improve efficiency; &gt; <b>Leading Change - <i>Basic</i></b> . Includes components of the change management process in preparing work plans and activities of the unit; &gt; <b>Research and Development - <i>Basic</i></b> . Can contribute ideas in preparing/writing research proposals as co-research and present the same in a research fora; &gt; <b>Extension Competency - <i>Basic</i></b> . Participant in preparing extension services project proposals as co proponent and present the same to the extension counsel for funding.</p>	Main Campus
10	Instructor I (Language and Literature)	UEPB-INST1-10-2016								
11	Instructor I (Cooperative)	UEPB-INST1-13-2016								
12	Instructor I (Marketing)	UEPB-INST1-14-2016								
13	Instructor I (Education)	UEPB-INST1-17-2016; UEPB-INST1-18-2016; UEPB-INST1-20-2016; UEPB-INST1-21-2016								
14	Instructor I (Sociology)	UEPB-INST1-21-2014								
15	Instructor I (Agricultural Engineering)	UEPB-INST1-25-2016								
16	Instructor I (Agronomy)	UEPB-INST1-25-2014								
17	Instructor I (Radiologic Technology)	UEPB-INST1-26-2016								
18	Instructor I (Mathematics)	UEPB-INST1-27-2015 UEPB-INST1-30-2016								
19	Instructor I (Information Technology)	UEPB-INST1-28-2016								
20	Instructor I (Marine Biology)	UEPB-INST1-29-2016								
21	Instructor I (Veterinary Medicine)	UEPB-INST1-31-2016								



21	Instructor I (Mathematics)	UEPB-INST1-2-2000	12	22,938	Master Degree in area of specialization	None Required	None Required	RA 1080 for courses requiring BAR / Board Eligibility	> <b>Exemplifying Integrity and Professionalism - <i>Intermediate</i></b> . Shows persistence when faced with difficult problems or challenges; > <b>Delivering Service Excellence - <i>Intermediate</i></b> . Demonstrates responsibility and accountability even for urgent work and delivers it promptly; > <b>Interpersonal Skills - <i>Intermediate</i></b> . Works with others to identify, define, and solve problems; > <b>Flexibility - <i>Intermediate</i></b> . Maintains focus when faced with competing circumstances; > <b>Attention to Details - <i>Intermediate</i></b> . Sets up procedures to ensure high quality of work; > <b>Achievement Orientation - <i>Intermediate</i></b> . Adopts ways to improve efficiency; > <b>Leading Change - <i>Basic</i></b> . Includes components of the change management process in preparing work plans and activities of the unit; > <b>Research and Development - <i>Basic</i></b> . Can contribute ideas in preparing/writing research proposals as co-research and present the same in a research fora; > <b>Extension Competency - <i>Basic</i></b> . Participant in preparing extension services project proposals as co proponent and present the same to the extension counsel for funding.	UEP- LAOANG
22	Instructor I (English)	UEPB-INST1-9-2009; UEPB-INST1-35-2016								UEP-Catubig
23	Instructor I (Social Studies)	UEPB-INST1-33-2016								
24	Instructor I (Political Science)	UEPB-INST1-34-2016								
25	Instructor I (Education)	UEPB-INST1-32-1998								

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 **May 20, 2019**.

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](http://www.csc.gov.ph);
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, UEP,

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

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