



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:

ROQUE A. IRADER
HRMO Supervising Administrative Officer
Date: June 24, 2019

No.	Position Title (Parenthetical Position, if applicable)	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Preferred Competencies	
1	BOARD SECRETARY V	UEPB-BS5-1-1999	24	83,406.00	Bachelor's degree	4 years of relevant experience	24 hours of relevant training	CS (Professional) – 2nd Level Eligibility/ RA 1080	Superior in the following areas: Exemplifying integrity and professionalism, Delivering service excellence, Interpersonal skills, Flexibility, Attention to details, Achievement orientation, Communication skills, Writing skills, Policy interpretation and implementation, Organization skills, Report preparation and documentation, Knowledge of related regulations and procedures of oversight agencies and bodies, Process management, Leading change	Main Campus

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 **JULY 5, 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;
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:

ROQUE A. IRADER
HRMO Supervising Administrative Officer
University of Eastern Philippines
University Town, Northern Samar 6400
hrmouep@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.