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Republic of the Philippines  
**UNIVERSITY OF EASTERN PHILIPPINES**  
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:

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University President  
**CHERRY I. ULTRA, PhD**  
Date: **OCT 09 2023**

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Chief Administrative Officer (Administrative Officer V)	UEPB-CADDOF-30-2004	24	90,078.00	Masteral Degree	24 hours training in management and supervision	4 years in position/s involving management and supervision	Career Service (Professional) Second Level Eligibility	<p><b>Superior</b> in the following areas:                      exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, computer skills, attention to details, achievement orientation, communication skills, writing skills, influencing and building relationships, policy interpretation and implementation, organization skills, stress management, facilitation skills, monitoring and evaluating, report preparation and documentation, problem solving skills, knowledge of related regulations and procedures of oversight agencies and bodies, process management, thinking strategically and creatively, formulating and integrating development plan, leading change, building collaborative and inclusive working relationships, managing performance and coaching for results, creating and nurturing a high performance organization</p>	UEP Main Campus

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2	Chief Administrative Officer (Financial Management Officer II)	UEPB- CADO-29- 2004	24	90,078.00	Masteral Degree	24 hours training in management and supervision	4 years in position/s involving management and supervision	Career Service (Professional) Second Level Eligibility	<p><b>Superior</b> in the following areas:</p> <ul style="list-style-type: none"> <li>exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, computer skills, attention to details, achievement orientation, communication skills, writing skills, influencing and building relationships, policy interpretation and implementation, organization skills, stress management, facilitation skills, monitoring and evaluating, report preparation and documentation, problem solving skills, knowledge of related regulations and procedures of oversight agencies and bodies, process management, thinking strategically and creatively, formulating and integrating development plan, leading change, building collaborative and inclusive working relationships, managing performance and coaching for results, creating and nurturing a high performance organization</li> </ul>	UEP Main Campus
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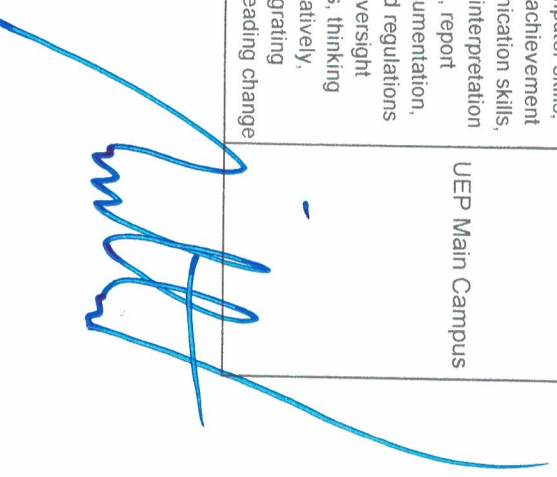
3	Supervising Administrative Officer (Administrative Officer-IV)	UEPB-SADO-26-2004	22	71,551.00	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	<p><b>Superior</b> in the following areas:  exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, computer skills, attention to details, achievement orientation, communication skills, writing skills, influencing and building relationships, policy interpretation and implementation, organization skills, stress management, facilitation skills, monitoring and evaluating, report preparation and documentation, problem solving skills, knowledge of related regulations and procedures of oversight agencies and bodies, process management, thinking strategically and creatively, formulating and integrating development plan, leading change, building collaborative and inclusive working relationships, managing performance and coaching for results, creating and nurturing a high performance organization</p>	UEP Main Campus
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4	College Librarian IV	UEPB-CL4-1-2003	22	71,551.00	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	16 hours of relevant training	3 years of relevant experience	RA 1080 (Librarian)	<p><b>Superior</b> in the following areas:</p> <ul style="list-style-type: none"> <li>exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, computer skills, attention to details, achievement orientation, communication skills, writing skills, influencing and building relationships, policy interpretation and implementation, organization skills, stress management, facilitation skills, monitoring and evaluating, report preparation and documentation, problem solving skills, knowledge of related regulations and procedures of oversight agencies and bodies, process management, thinking strategically and creatively, formulating and integrating development plan, leading change, building collaborative and inclusive working relationships, managing performance and coaching for results, creating and nurturing a high performance organization</li> </ul>	UEP Main Campus
5	Administrative Officer V (Supply Officer III)	UEPB-ADO5-1-2014	18	46,725.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	<p><b>Advanced</b> in the following areas:</p> <ul style="list-style-type: none"> <li>exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, computer skills, attention to details, achievement orientation, communication skills, writing skills, policy interpretation and implementation, report preparation and documentation, knowledge of related regulations and procedures of oversight agencies and bodies, thinking strategically and creatively, formulating and integrating development plan, leading change</li> </ul>	UEP Main Campus

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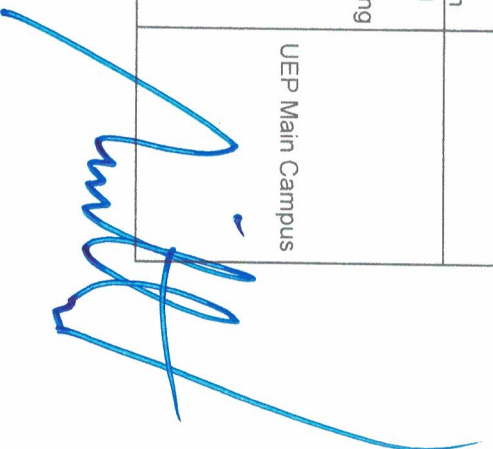
6	Administrative Officer V (Planning Officer III)	UEPB-ADOF5-24-2004	18	46,725.00	Bachelors degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	<p><b>Advanced</b> in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, computer skills, attention to details, achievement orientation, communication skills, writing skills, policy interpretation and implementation, report preparation and documentation, knowledge of related regulations and procedures of oversight agencies and bodies, thinking strategically and creatively, formulating and integrating development plan, leading change</p>	UEP Main Campus
7	Administrative Officer V (Administrative Officer III)	UEPB-ADOF5-9-2008	18	46,725.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	<p><b>Advanced</b> in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, computer skills, attention to details, achievement orientation, communication skills, writing skills, policy interpretation and implementation, report preparation and documentation, knowledge of related regulations and procedures of oversight agencies and bodies, thinking strategically and creatively, formulating and integrating development plan, leading change</p>	UEP Main Campus
8	Administrative Officer IV (HRMO II)	UEPB-ADOF4-28-2004	15	36,619.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	<p><b>Intermediate</b> in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, computer skills, attention to details, achievement orientation, communication skills, writing skills, presentation skills, facilitation skills, report preparation and documentation, knowledge of related regulations and procedures of oversight agencies and bodies, formulating and integrating development plan, leading change</p>	UEP Main Campus

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9	Registrar II	UEPB-R2-10-2008	15	36,619.00	Bachelors degree	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, presentation skills, data management, facilitation skills, report preparation and documentation, knowledge of related regulations and procedures of oversight agencies and bodies, leading change	UEP Main Campus
10	Administrative Assistant V (Electrician General Foreman)	UEPB-ADASS-10-2012	11	27,000.00	High school graduate or Completion of relevant vocational/ trade course	8 hours of relevant training	2 years of relevant experience	Electrician General Foreman (CSC MC 10, Series 2013- Category II)	Intermediate in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, computer skills, attention to details, achievement orientation, report preparation and documentation, leading change	UEP Main Campus
11	Administrative Officer I (Records Officer I)	UEPB-ADOF-1-27-2004	10	23,176.00	Bachelors degree	None required	None required	Career Service (Professional) Second Level Eligibility	Basic 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, presentation skills, data management, facilitation skills, report preparation and documentation	UEP Main Campus
12	Administrative Assistant III (Printing Machine Operator III)	UEPB-ADAS3-26-2004	9	21,211.00	High school graduate	4 hours of relevant training	1 year of relevant experience	Printing Machine Operator (CSC MC 10, Series 2013- Category II)	Intermediate in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, attention to details, risk reduction and management, facilitation skills, problem solving skills, and computer skills	UEP Main Campus

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13	Administrative Assistant III (Printing Machine Operator III )	UEPB-ADAS3-29-2004	9	21,211.00	High school graduate	4 hours of relevant training	1 year of relevant experience	Printing Machine Operator (CSC MC 10, Series 2013 - Category II)	Intermediate in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, attention to details, risk reduction and management, facilitation skills, problem solving skills, and computer skills	UEP Main Campus
14	Science Research Assistant	UEPB-SRAS-3-1998	9	21,211.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	Intermediate in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, attention to details, achievement orientation, communication skills, writing skills, report preparation and documentation	UEP Main Campus
15	Administrative Assistant II (Audio-Visual Aids Technician II)	UEPB-ADAS2-15-2008	8	19,744.00	High school graduate or Completion of relevant vocational/ trade course	4 hours of relevant training	1 year of relevant experience	Audio-Visual Aids Technician (CSC MC 10, Series 2013 - Category II)	Intermediate in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, attention to details, risk reduction and management, facilitation skills, problem solving skills, and computer skills	UEP Main Campus
16	Administrative Assistant II (Audio-Visual Aids Technician II)	UEPB-ADAS2-10-2008	8	19,744.00	High school graduate or Completion of relevant vocational/ trade course	4 hours of relevant training	1 year of relevant experience	Audio-Visual Aids Technician (CSC MC 10, Series 2013 - Category II)	Intermediate in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, attention to details, risk reduction and management, facilitation skills, problem solving skills, and computer skills	UEP Main Campus

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17	Administrative Assistant II (Audio-Visual Aids Technician II)	UEPB-ADAS2-17-2008	8	19,744.00	High school graduate or Completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Audio-Visual Aids Technician (CSC MC 10, Series 2013 - Category II)	Intermediate in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, attention to details, risk reduction and management, facilitation skills, problem solving skills, and computer skills	UEP Main Campus
18	Administrative Assistant I (Reproduction Machine Operator III)	UEPB-ADAS1-7-2008	7	18,620.00	Elementary school graduate	None required	None required	Reproduction Machine Operator (CSC MC 10, Series 2013 - Category II)	Intermediate in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, attention to details, risk reduction and management, facilitation skills, problem solving skills, and computer skills	UEP Main Campus
19	Administrative Aide VI (Printing Machine Operator II)	UEPB-ADA6-66-2004	6	17,553.00	High school graduate	None required	None required	Printing Machine Operator (CSC MC 10, Series 2013 - Category II)	Basic in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, attention to details, risk reduction and management, facilitation skills, problem solving skills, and computer skills	UEP Main Campus
20	Administrative Aide V (Painter II)	UEPB-ADA5-6-2006	5	16,543.00	Elementary school graduate	None required	None required	Painter (CSC MC 10, Series 2013 - Category II)	Basic in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, attention to details, facilitation skills	UEP Main Campus
21	Administrative Aide IV (Mechanic I)	UEPB-ADA4-11-2012	4	15,586.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Mechanic (CSC MC 10, Series 2013 - Category II)	Basic in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, attention to details, facilitation skills	UEP Main Campus

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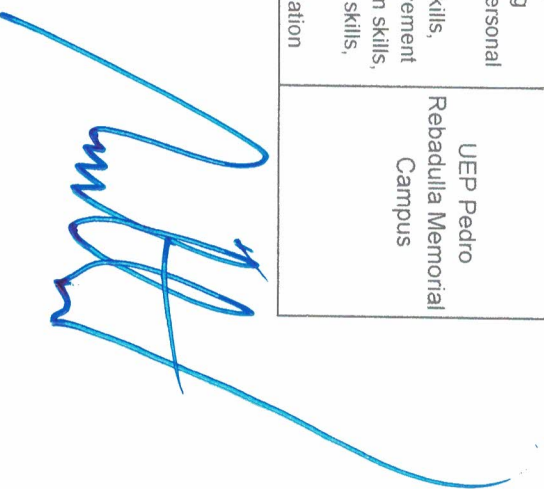
22	Farm Worker II	UEPB-FAWK2-5-2001	4	15,586.00	Elementary school graduate	None required	None required	None required	None required	None required (CSC MC 10, Series 2013 - Category III)	<b>Basic</b> in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, and attention to details	UEP Main Campus
23	Farm Worker II	UEPB-FAWK2-15-2000	4	15,586.00	Elementary school graduate	None required	None required	None required	None required	None required (CSC MC 10, Series 2013 - Category III)	<b>Basic</b> in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, and attention to details	UEP Main Campus
24	Administrative Aide III (Utility Worker II)	UEPB-ADA3-43-2004	3	14,678.00	Must be able to read and write	None required	None required	None required	None required	None required (CSC MC 10, Series 2013 - Category III)	<b>Basic</b> in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, and attention to details	UEP Main Campus
25	Librarian Aide	UEPB-LIBA-1-1998	2	13,819.00	Elementary school graduate	None required	None required	None required	None required	None required (CSC MC 10, Series 2013 - Category III)	<b>Basic</b> in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, and attention to details	UEP Main Campus
26	Administrative Officer I (Records Officer I)	ADOF1-28-2004	10	23,176.00	Bachelors degree	None required	None required	None required	None required	Career Service (Professional) Second Level Eligibility	<b>Basic</b> 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, presentation skills, data management, facilitation skills, report preparation and documentation	UEP Laoang Campus
27	Administrative Aide I (Utility Worker I)	ADA1-28-2004	1	13,000.00	Must be able to read and write	None required	None required	None required	None required	None required (CSC MC 10, Series 2013 - Category III)	<b>Basic</b> in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, and attention to details	UEP Laoang Campus

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28	Registrar III	UEPB-R3-1-2000	18	46,725.00	Bachelors degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	<b>Intermediate</b> 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, presentation skills, data management, facilitation skills, report preparation and documentation, knowledge of related regulations and procedures of oversight agencies and bodies, leading change	UEP Pedro Rebadulla Memorial Campus
29	Administrative Officer II (HRMO I)	UEPB-ADO2-5-2007	11	27,000.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	<b>Basic</b> in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, computer skills, attention to details, achievement orientation, communication skills, writing skills, presentation skills, facilitation skills, report preparation and documentation, knowledge of related regulations and procedures of oversight agencies and bodies, formulating and integrating development plan, leading change	UEP Pedro Rebadulla Memorial Campus
30	Administrative Aide VI (Clerk III)	UEPD-ADA6-7-2007	6	17,553.00	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	<b>Basic</b> 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, presentation skills, data management, report preparation and documentation	UEP Pedro Rebadulla Memorial Campus

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31	Administrative Aide 5 (Audio-Visual Equipment Operator II)	UEPB-ADA5-8-2007	5	16,543.00	High school graduate or completion of relevant vocational/trade course	None required	None required	Audio-Visual Equipment Operator (CSC MC 10, Series 2013 - Category II)	Basic in the following areas: exemplifying integrity and professionalism, delivering service excellence, interpersonal skills, flexibility, attention to details, risk reduction and management, facilitation skills, problem solving skills, and computer skills	UEP Pedro Rebadilla Memorial Campus
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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 Oct 20 2023.

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 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](mailto:uepnsofficial@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.