

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


ROQUE A. IRADER

Supervising Administrative Officer

Date: February 20, 2019

No.	Position Title (Parent/Thematic Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment		
					Education	Training	Experience	Eligibility			
1	Instructor I (Agriculture)	UEPB-INST1-3-2013	12	22,149.00	Master's Degree in the Field of Specialization		Non- required	Non- required	Non- required. RA 1080 for courses requiring Board/BAR Examinations	<p>>Exemplifying integrity and professionalism-Intermediate. Shows persistence when faced with difficult problems or challenges</p> <p>>Delivering Service Excellence-Intermediate. Demonstrates responsibility and accountability even for urgent work and delivers it promptly</p> <p>>Interpersonal Skills-Intermediate.Works with others to identify, define, and solve problems</p> <p>>Flexibility-Intermediate. Maintains focus when faced with competing circumstances</p> <p>>Attention to Details-Intermediate. Sets up procedures to ensure high quality of work</p> <p>>Achievement Orientation-Intermediate. Adopts ways to improve efficiency.</p> <p>>Leading Change-Intermediate. Includes components of the change management process in preparing work plans and activities for the unit</p> <p>>Research and Development-Basic. • Can contribute ideas in preparing/writing research proposals as co-researcher and present the same in a research fora</p> <p>>Extension Competency-Basic. Participates in preparing extension services project proposal as co-proponent and presents the same to the extension council for funding</p>	UEP PRM Campus
2	Instructor I (Hotel & Restaurant Mngt)	UEPB-INST1-1-2013	12	22,149.00							
3	Instructor I (English)	UEPB-INST1-37-2016	12	22,149.00							
4	Instructor I (Criminology)	UEPB-INST1-40-2016	12	22,149.00							
5	Instructor I (Filipino)	UEPB-INST1-4-2008	12	22,149.00							
6	Instructor I (Criminology)	UEPB-INST1-2-2007	12	22,149.00							

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7	Administrative Aide V (Audio Visual Equipment Operator II)	UEPB-ADA5-8-2007	5	13,481.00	Highschool Graduate or completion of relevant vocational/trade	none required	MC10 - s.2013	>Exemplifying integrity and professionalism-Basic. Meets commitments, observes deadlines and achieves desired results >Delivering Service Excellence- Basic. Understands role in the agency and recognises the importance and value of efficient work >Interpersonal Skills-Basic. Communicates clearly in words and body language >Flexibility-Basic. Listens to new ideas and considers other people's points of view >Attention to Details-Basic. Double-checks the accuracy of information and work product to provide accurate and consistent work	UEP PRM Campus
8	Administrative Aide VI (Accounting Clerk II)	UEPB-ADA6-7-2007	6	14,340.00	Completion of two yrs studies in college	none required	Sub- Professional I - First level eligibility		

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 March 4, 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 two rating periods (if applicable);

3. Photocopy of certificate of eligibility/rating/license; and

4. Photocopy of Transcript of Records.

5. Other documents deemed applicable

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, Cataman, N.

rairaderbbak@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.