

Republic of the Philippines  
**LEYTE NORMAL UNIVERSITY**  
Request for Publication of Vacant Positions

To: **CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of Leyte Normal University in the CSC website:

  
**REYNALDO B. GARNACE, DA**

Chief Administrative Officer for Administration

Date: July 15, 2020

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	Board Secretary III	LNUB-B53-1-2011	20	52,703.00	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional)/ Second Level Eligibility		Office of the President
2	Administrative Officer IV	LNUB-ADOF4-16-2004	15	32,053.00	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility		Admin Unit
3	Computer Programmer III	LNUB-COMPRO3-1-1998	18	42,159.00	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional)/ Second Level Eligibility		MIS Unit
4	Computer Programmer II	LNUB-COMPRO2-1-1998	15	32,053.00	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility		MIS Unit
5	Computer Programmer I	LNUB-COMPRO1-1-2002	11	22,316.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		MIS Unit
6	Computer Programmer I	LNUB-COMPRO1-4-2008	11	22,316.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		MIS Unit
7	Guidance Counselor III	LNUB-GUIDC3-1-1998	13	26,754.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		Guidance Unit
8	Guidance Counselor I	LNUB-GUIDC1-1-1999	11	22,316.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		Guidance Unit
9	Guidance Counselor I	LNUB-GUIDC1-8-2008	11	22,316.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		Guidance Unit
10	Guidance Counselor I	LNUB-GUIDC1-9-2008	11	22,316.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		Guidance Unit

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11	Construction and Maintenance Foreman	LNUB-CMF-1-1998	8	17,505.00	High School Graduate	1 year of relevant experience	4 hours of relevant training	None required (MC 11,s.96 Cat. III)		Admin Unit
12	Administrative Aide VI (Clerk III)	LNUB-ADA6-33-2004	6	15,524.00	Completion of two year studies in college	None required	None required	Career Service (Sub-professional)/ First Level Eligibility		Admin/Finance Unit
13	Administrative Aide VI (Clerk III)	LNUB-ADA6-34-2004	6	15,524.00	Completion of two year studies in college	None required	None required	Career Service (Sub-professional)/ First Level Eligibility		Admin/Finance Unit
14	Administrative Aide V	LNUB-ADA5-3-2008	5	14,641.00	Completion of two year studies in college	None required	None required	Career Service (Sub-professional)/ First Level Eligibility		Admin/Finance Unit
15	Administrative Aide IV (Clerk II)	LNUB-ADA4-22-2004	4	13,807.00	Completion of two year studies in college	None required	None required	Career Service (Sub-professional)/ First Level Eligibility		Admin/Finance Unit
16	Administrative Aide IV (Electrician I)	LNUB-ADA4-21-2004	4	13,807.00	High School Graduate	None required	None required	None required (MC 11,s.96 Cat. I)		Admin Unit
17	Administrative Aide III (Utility Worker II (A))	LNUB-ADA3-16-2004	3	13,019.00	must be able to read and write	None required	None required	None required (MC 11,s.96 Cat. III)		Admin Unit
18	Administrative Aide III (Utility Worker II (A))	LNUB-ADA3-18-2004	3	13,019.00	must be able to read and write	None required	None required	None required (MC 11,s.96 Cat. III)		Admin Unit
19	Administrative Aide II (Messenger)	LNUB-ADA2-16-2004	2	12,276.00	must be able to read and write	None required	None required	None required (MC 11,s.96 Cat. III)		Admin 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 July 26, 2020.

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. Original authenticated eligibility/rating/license; and

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4. Photocopy of Transcript of Records.

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

  
JUDE A. DUARTE, DPA  
University President  
Leyte Normal University, P. Paterno St., Tacloban City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.