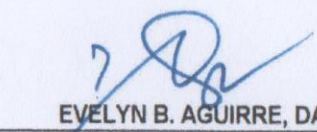


Republic of the Philippines  
LEYTE NORMAL UNIVERSITY  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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

  
EVELYN B. AGUIRRE, DA  
University President

Date: June 15, 2021

| 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   | Administrative Aide V(Printing Scheduler)           | LNUB-ADA5-2-2008   | 5                      | 15,275.00      | High School Graduate                     | None required | None required | None required (MC 11, s.96 Cat. III)                    |                            | Admin Unit          |
| 2   | Administrative Aide III (Clerk 1)                   | LNUB-ADA3-17-2004  | 3                      | 13,572.00      | Completion of 2 years studies in College | None required | None required | Career Service(Subprofessional) First Level Eligibility |                            | Admin Unit          |
| 3   | Administrative Aide III (Clerk 1)                   | LNUB-ADA3-19-2004  | 3                      | 13,572.00      | Completion of 2 years studies in College | None required | None required | Career Service(Subprofessional) First Level Eligibility |                            | 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 June 26, 2021.

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
4. Photocopy of Transcript of Records.

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

  
EVELYN B. AGUIRRE, D.A.

University President

Leyte Normal University, P. Paterno St., Tacloban City

[hrmo@lnu.edu.ph](mailto:hrmo@lnu.edu.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.