

Place of Assignment :	Admin Unit
Position Title :	Administrative Aide IV (Clerk 11)
Plantilla Item No. :	LNUB-ADA4-24-2004
Salary/Job/Pay Grade :	4
Monthly Salary :	Php 15,586.00
Eligibility :	Career Service(Subprofessional) First Level Eligibility
Education :	Completion of 2 years studies in College
Training :	None required
Work Experience :	None required
Competency :	

Instructions/Remarks :

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 March. 27, 2023.

Documents:

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.
5. This office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression(SOGIE).

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : March 17, 2023

Closing Date : March 27, 2023