



Republic of the Philippines  
**UNIVERSITY OF NORTHERN PHILIPPINES**  
Tamag, Vigan City  
2700 Ilocos Sur

---

**Human Resource Management Unit**

Website: [www.unp.edu.ph](http://www.unp.edu.ph) Mail: [hrmo@unp.edu.ph](mailto:hrmo@unp.edu.ph)  
Telephone #: (077) 722-6507

March 1, 2017


**DR. GILBERT R. ARCE**  
President  
University of Northern Philippines  
Tamag, Vigan City, Ilocos Sur

Dear Sir:

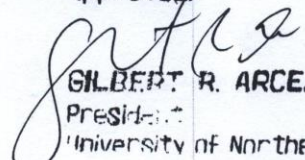
May I request for the posting of the **List of Vacant Positions for Non-Teaching Personnel** as approved by the Civil Service Commission.

Thank you.

Very truly yours,

  
**JANE A. LEONES**  
SAO (HRMO IV)

APPROVED

  
**GILBERT R. ARCE, Ed.D.**  
President  
University of Northern Philippines



Republic of the Philippines  
**UNIVERSITY OF NORTHERN PHILIPPINES**  
 Taramag, Vigan City  
 2700 Ilocos Sur

CIVIL SERVICE COMMISSION  
 ILOCOS SUR FIELD OFFICE  
 BANTAY ILILOS SUR  
 FEB-23 2017 04:47 PM  
 BY: *[Signature]*

**LIST OF VACANT POSITIONS**

No. of Positions	Position Title	Item Number	Salary Grade	Education	Experience	Training	Eligibility
1	Nurse IV	UNPB-NURS4-3-2010	19	Bachelor of Science in Nursing	2 years of relevant experience	8 hours of relevant training	RA 1080
1	Administrative Assistant V (Storekeeper IV)	UNPB-ADAS5-21-2004	11	Completion of two years studies in college	2 years of relevant experience	8 hours of relevant training	Career Service (Subprofessional) First Level Eligibility
1	Administrative Officer II (HRMO I)	UNPB-ADOF2-19-2004	11	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility
1	Security Officer I	UNPB-SECO1-1-1999	11	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility
1	Administrative Aide IV (Clerk II)	UNPB-ADA4-53-2004	4	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility
1	Administrative Aide IV (Clerk II)	UNPB-ADA4-57-2004	4	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility
1	Administrative Aide III (Clerk I)	UNPB-ADA3-64-2004	3	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility
1	Administrative Aide III (Clerk I)	UNPB-ADA3-65-2004	3	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility
1	Administrative Aide III (Utility Worker II)	UNPB-ADA3-84-2004	3	Must be able to read and write	None required	None required	None required (MC 11.s. 96 - Cat. III)
1	Administrative Aide I (Utility Worker I)	UNPB-ADA1-97-2004	1	Must be able to read and write	None required	None required	None required (MC 11.s. 96 - Cat. III)

*[Signature]*  
**JANE A. LEONES**  
 Supervising Administrative Officer (HRMO IV)

CSC-Ilocos Sur Field Office  
 PUBLICATION DATE: FEB 24 2017