CS Form No. 9
Revised 2018

Republic of the Philippines
EASTERN VISAYAS STATE UNIVERSITY
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the EASTERN VISAYAS STATE UNIVERSITY in the CSC website:

ATTY. ALFIE SONIA Q. SANCHEZ
HRMO

Date: December 1, 2023

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 OFFICER V	EVSUB-ADOF5-6-2023	18	46,725.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional/ 2nd Level Eligibility	N/A	EVSU-Carigara Campus (Administrative and Finance Services Unit)
2	ACCOUNTANT II	EVSUB-A2-7-2023	16	39,672.00	BS Accountancy/ BSC-Accounting/ BSBA - Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (CPA)	N/A	EVSU-Carigara Campus (Accounting Unit)
3	ADMINISTRATIVE ASSISTANT II (Property Custodian)	EVSUB-ADAS2-7-2023	8	19,744.00	Completion of two-year studies in College	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ first Level Eligibility	N/A	EVSU-Carigara Campus (Supply Office)
4	ADMINISTRATIVE ASSISTANT II (Budgeting Assistant)	EVSUB-ADAS2-8-2023	8	19,744.00	Completion of two-year studies in College	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ first Level Eligibility	N/A	EVSU-Carigara Campus (Budget Office)

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 December 14, 2023.

    1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017)with Work Experience Sheet, 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/Diploma/Certificates of Training and Seminars
 Note: This University highly encourages all interested and qualified applicants and promotes equal employment opportunity, to 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 the 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:

        VIRGINIA S. ARIZA, Ph.D.
        Officer-in-Charge
        EVSU-Carigara Carigara, Leyte
        hrmdo.evsucc@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.