

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:


MA. LOIDA M. MARQUEZ, DM
HRMO

Date: April 22, 2024

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	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	Eastern Visayas State University-Carigara Campus (Accounting Office)
2	ADMINISTRATIVE OFFICER IV (HRMO II)	EVSUB-ADOF4-6-2023	15	36,619.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility	N/A	Eastern Visayas State University-Carigara Campus (Human Resource Management Office)
3	ADMINISTRATIVE OFFICER III (Cashier II)	EVSUB-ADOF3-11-2023	14	33,843.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility	N/A	Eastern Visayas State University-Carigara Campus (Cashier and Disbursing Office)
4	ADMINISTRATIVE OFFICER I (Records Officer I)	EVSUB-ADOF1-27-2004	10	23,176.00	Bachelor's degree	None Required	None Required	Career Service (Professional)/Second Level Eligibility	N/A	Eastern Visayas State University-Carigara Campus (Records Office)
5	ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)	EVSUB-ADAS3-6-2023	9	21,211.00	Completion of two year studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/First Level Eligibility	N/A	Eastern Visayas State University-Carigara Campus (Accounting Office)
6	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 (Subprofessional)/First Level Eligibility	N/A	Eastern Visayas State University-Carigara Campus (Budget Office)
7	ADMINISTRATIVE ASSISTANT II (Disbursing Officer II)	EVSUB-ADAS2-9-2023	8	19,744.00	Completion of two year studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/First Level Eligibility	N/A	Eastern Visayas State University-Carigara Campus (Cashier and Disbursing Office)
8	ADMINISTRATIVE ASSISTANT I (Buyer I)	EVSUB-ADAS1-8-2023	7	18,620.00	Completion of two year studies in College	None Required	None Required	Career Service (Subprofessional)/First Level Eligibility	N/A	Eastern Visayas State University-Carigara Campus (Procurement Office)

This is a republication of the previous Accountant II, Administrative Officer and Administrative Assistant positions dated July 11, 2023. Those who have already submitted before need not reapply. 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 May 3, 2024.

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.

Note: This University highly encourages all interested and qualified applicants and promotes equa employment opportunity, to men and women at all levels of positions 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:

MARY JEAN P. YANGER, Ed.D.
Campus Director
EVSU-Carigara Campus, Carigara Leyte
hrmdo.evsucc@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.