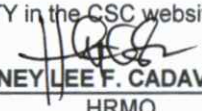


Republic of the Philippines
EASTERN VISAYAS STATE UNIVERSITY
Request for Publication of Vacant Positions

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:


HONEY LEE F. CADAVIS, MM
HRMO

Date: March 12, 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	Administrative Officer III (Cashier II)	EVSUB-ADOF3-17-2023	14	33,843	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ 2nd level eligibility	N/A	EVSU Main Campus (Cash Unit)
2	Board Secretary I	EVSUB-BS1-45-2023	14	33,843	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ 2nd level eligibility	N/A	EVSU Main Campus (Office of the University Board Secretary)
3	Administrative Officer II (Financial Analyst I)	EVSUB-ADOF2-13-2023	11	27,000	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional/ 2nd level eligibility	N/A	EVSU Main Campus (Accounting Unit)
4	Administrative Officer II (Financial Analyst I)	EVSUB-ADOF2-14-2023	11	27,000	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional/ 2nd level eligibility	N/A	EVSU Main Campus (Accounting Unit)
5	Administrative Officer I (Cashier I)	EVSUB-ADOF1-8-2023	10	23,176	Bachelor's Degree	None Required	None Required	Career Service Professional/ 2nd level eligibility	N/A	EVSU Main Campus (Cash Unit)
6	Administrative Assistant II (Disbursing Officer II)	EVSUB-ADAS2-15-2023	8	19,744	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/ First level eligibility	N/A	EVSU Main Campus (Cash Unit)
7	Administrative Assistant II (Disbursing Officer II)	EVSUB-ADAS2-16-2023	8	19,744	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/ First level eligibility	N/A	EVSU Main Campus (Cash 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 **March 22, 2024**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet (WES), if applicable, which can be downloaded at www.csc.gov.ph;
2. Certified photocopy of Performance rating in the last rating period (if applicable);
3. Authenticated photocopy of certificate of eligibility/rating/license; and
4. Certified photocopy of Transcript of Records.
5. Photocopy of Training Certificates
6. Photocopy of Certificate of Employment/Service Record (if position applied is requiring Work Experience)

This office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels and 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 sexual orientation, gender identity and expression (SOGIE).

QUALIFIED APPLICANTS are advised to submit one (1) complete set of their application documents in **HARD COPY (filed in a folder with proper tabbing)** to the Records Management Office and send through email the scanned/soft copy, addressed to:

DENNIS C. DE PAZ, Ph.D.

University President

Arch. Lino Gonzaga Avenue, Tacloban City

evsumain.recruitment@evsu.edu.ph

1. This is a **republication** of previously posted vacancies, thus, those who have previously filed their applications need not reapply.
2. Only those **QUALIFIED APPLICANTS** will be contacted for the next step of the hiring process.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.