

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: 03/16/2023

| 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   | REGISTRAR I   | EVSUB-R1-20-2004    | 11                     | 27,000.00      | Bachelor's Degree  | none required                | none required                 | Career Service (Professional) 2nd Level Eligibility     |                            | EVSU MAIN CAMPUS                          |
| 2   | GUIDANCE COUNSELOR I                                | EVSUB-GUIDC1-8-2011 | 11                     | 27,000.00      | Master's Degree in Guidance and Counselling                            | none required                | none required                 | RA 1080 (Guidance Counselor)                            |                            | EVSU MAIN CAMPUS                          |
| 3   | GUIDANCE COUNSELOR II                               | EVSUB-GUIDC2-3-2011 | 12                     | 29,165.00      | Master's Degree in Guidance and Counselling                            | none required                | none required                 | RA 1080 (Guidance Counselor)                            |                            | EVSU MAIN CAMPUS                          |
| 4   | ADMINISTRATIVE ASSISTANT III (Anticipated Vacancy)  | EVSUB-ADAS3-6-2007  | 9                      | 21,211.00      | Completion of 2 years studies in College                               | 4 hours of relevant training | 1 year of relevant experience | Career Service (Sub-Professional) 1st Level Eligibility |                            | EVSU MAIN CAMPUS (Accounting Unit)        |
| 5   | ENGINEERING AIDE                                    | EVSUB-ENGA-54-2004  | 4                      | 15,586.00      | High School Graduate or completion of relevant vocational/trade course | none required                | none required                 | none required (MC 10 s. 2013 Cat. III)                  |                            | EVSU MAIN CAMPUS (College of Engineering) |

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.

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](http://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 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:

DENNIS C. DE PAZ, Ph.D.  
University President  
EVSU SALAZAR ST. QUARRY DIST. TACLOBAN CITY  
[recruitment@evsu.edu.ph](mailto:recruitment@evsu.edu.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**