

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:

EDERLYN C. DAGAMI, CPA
HRMO

Date: DECEMBER 1, 2021

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 ASSISTANT III (BOOKEEPER II)	EVSUB-ADAS3-1-2010	9	19,593	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career service (Subprofessional) First Level Eligibility		EVSU MAIN CAMPUS (Accounting)
2	ADMINISTRATIVE AIDE IV (CLERK II)	EVSUB-ADA4-18-2009	4	14,400	Completion of 2 years studies in college	None required	None required	Career service (Subprofessional) First Level Eligibility		EVSU MAIN CAMPUS (Accounting)
3	ADMINISTRATIVE AIDE IV (CLERK II)	EVSUB-ADA4-49-2004	4	14,400	Completion of 2 years studies in college	None required	None required	Career service (Subprofessional) First Level Eligibility		EVSU MAIN CAMPUS (Research)
4	ADMINISTRATIVE AIDE IV (CLERK II)	EVSUB-ADA4-50-2004	4	14,400	Completion of 2 years studies in college	None required	None required	Career service (Subprofessional) First Level Eligibility		EVSU MAIN CAMPUS (VPAE)
5	ADMINISTRATIVE AIDE IV (CLERK II)	EVSUB-ADA4-51-2004	4	14,400	Completion of 2 years studies in college	None required	None required	Career service (Subprofessional) First Level Eligibility		EVSU MAIN CAMPUS (Procurement)
6	ADMINISTRATIVE AIDE III (CLERK I)	EVSUB-ADA3-60-2004	3	13,572	Completion of 2 years studies in college	None required	None required	Career service (Subprofessional) First Level Eligibility		EVSU MAIN CAMPUS (Records)
7	ADMINISTRATIVE AIDE III (CLERK I)	EVSUB-ADA3-61-2004	3	13,572	Completion of 2 years studies in college	None required	None required	Career service (Subprofessional) First Level Eligibility		EVSU MAIN CAMPUS (Registrar)
8	ADMINISTRATIVE AIDE III (CLERK I)	EVSUB-ADA3-78-2004	3	13,572	Completion of 2 years studies in college	None required	None required	Career service (Subprofessional) First Level Eligibility		EVSU MAIN CAMPUS (Director, Finance Services)

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 13, 2021.

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:

1. **Persons with disability (PWD) and members of indigenous community irrespective of sexual orientation and gender identity are encourage to apply.**
2. **Please be informed that this is a re-post of Publication made last November 11, 2021 due to erroneous qualification standard. Those who submitted application prior will be considered already.**

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

hrmo@evsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

