


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:

  
**BEATRICE D. MABITAD, Ed.D.**

**Head, HRMDO EVSU-Ormoc Campus**

Date: February 5, 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 V (Administrative Officer III)	EVSUB-ADOF5-4-2023	18	46,725.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	N/A	Eastern Visayas State University-Ormoc Campus (Administrative Services Office)
2	Administrative Aide VI (Clerk III)	EVSUB-ADA6-3-2023	6	17,553.00	Completion of two-year studies in college	None required	None required	Career Service (Sub-professional)/First Level Eligibility	N/A	Eastern Visayas State University-Ormoc Campus (Administrative Services Office)
3	Administrative Aide VI (Clerk III)	EVSUB-ADA6-6-2023	6	17,553.00	Completion of two-year studies in college	None required	None required	Career Service (Sub-professional)/First Level Eligibility	N/A	Eastern Visayas State University-Ormoc Campus (Cashier and Disbursing Office)
4	Administrative Aide VI (Clerk III)	EVSUB-ADA6-4-2023	6	17,553.00	Completion of two-year studies in college	None required	None required	Career Service (Sub-professional)/First Level Eligibility	N/A	Eastern Visayas State University-Ormoc Campus (Human Resource Management Office)
5	Administrative Aide VI (Clerk III)	EVSUB-ADA6-7-2023	6	17,553.00	Completion of two-year studies in college	None required	None required	Career Service (Sub-professional)/First Level Eligibility	N/A	Eastern Visayas State University-Ormoc Campus (Records Office)

6	Administrative Aide VI (Clerk III)	EVSUB-ADA6-5-2023	6	17,553.00	Completion of two-year studies in college	None required	None required	Career Service (Sub-professional)/First Level Eligibility	N/A	Eastern Visayas State University-Ormoc Campus (Accounting Office)
7	Administrative Aide VI (Clerk III)	EVSUB-ADA6-8-2023	6	17,553.00	Completion of two-year studies in college	None required	None required	Career Service (Sub-professional)/First Level Eligibility	N/A	Eastern Visayas State University-Ormoc 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 February 15, 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](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.
5. 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:

**JEFFRY V. OCAY, Ph.D.**

Director, EVSU-Ormoc Campus

Brgy. Don Felipe Larrazabal, Ormoc City

[hr.ormoc@gmail.com](mailto:hr.ormoc@gmail.com)

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

These positions are a republication from the previously published Administrative Officer V and Administrative Aide VI dated July 25, 2023. Previous applicants need not reapply.