



### Regional Memorandum Circular

Regional MC No. 030 s. 2018

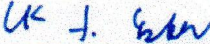
FOR : **All Heads of Agencies within the jurisdiction of Civil Service Commission  
Regional Office VIII**

SUBJECT : **CSC RO VIII Policy on Publication of Vacant Positions**

The Civil Service Commission Regional Office VIII issues this Regional Memorandum Circular to provide clarity on the policy of online publication of vacant positions which took effect last June 1, 2018. Hence, the following guidelines are reiterated:

1. The requesting agency shall submit their request for publication to the CSC Field Office concerned and copy furnish the CSC Regional Office using this email address: **cscro8.misc@gmail.com**;
2. It shall be mandatory that the request to be published be in PDF format and shall bear the signature of the Head of Agency;
3. By 4:00 PM, the Publication Consolidator shall download all the requests received on that day and post the same on our CSCRO VIII website: **cscro8.weebly.com**. Requests for publication sent beyond 4:00 PM may be published on the next working day. In case the request was sent on a holiday, work suspension, special non-working holiday, or a weekend, the same shall be published by the Regional Office on the next working day; and
4. The monitoring of the published vacant positions shall be a shared responsibility of the CSC Field Offices, the publication consolidator, and the requesting agency. The requesting agency is encouraged to check whether their vacancy has been published online and likewise inform the CSC Field Office if there are issues as to the publication.

Thank you.

  
**VICTORIA F. ESBER**  
Director IV

July 31, 2018

Bawat Kawani, Lingkod Bayani

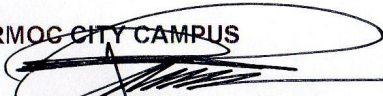
Electronic copy to be submitted to the CSC form must be in MS Excel format

Republic of the Philippines  
EASTERN VISAYAS STATE UNIVERSITY  
ORMOC CITY CAMPUS  
ORMOC CITY

REQUEST FOR PUBLICATION OF VACANT POSITION

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of **EASTERN VISAYAS STATE UNIVERSITY-ORMOC CITY CAMPUS** in the CSC website:

  
**DR. ROLANDO V. MUSCA**  
Campus Director, EVSU-OCC

Date: \_\_\_\_\_

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Instructor I	EVSU B-INST 1-22-2016	12-1	265,788.00	Bachelor of Arts in Psychology	NOT REQUIRED	NOT REQUIRED	Master's Degree in the area of specialization or it's allied/related field		EVSU-OCC
2	Instructor I	EVSU B-INST 1-38-2016	12-1	265,788.00	BS Culinary Arts or Allied/related fields	preferably 16 hours of relevant training	NOT REQUIRED	Master's Degree in the area of specialization or it's allied/related field		EVSU-OCC

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 **September 20, 2018**.

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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**DR. ROLANDO V. MUSCA**  
Campus Director, EVSU-OCC  
Brgy. Don F. Larrazabal, Ormoc Ctiy, Leyte

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