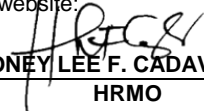


Republic of the Philippines
EASTERN VISAYAS STATE UNIVERSITY
Request for Publication of Vacant Positions

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: February 19, 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	Accountant III	EVSUB-A3-11-2023	19	51,357	Bachelor's degree in Commerce/Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080 (CPA)	N/A	EVSU Main Campus (Accounting Unit)
2	Administrative Officer V (Admin. Officer III)	EVSUB-ADOF5-12-2023	18	46,725	Bachelor's Degree	8 hours of relevant training (preferably in RA 9184 and other procurement related trainings)	2 years of relevant experience (preferably in procurement office of a government agency)	Career Service Professional/ 2nd level eligibility	N/A	EVSU Main Campus (Procurement Unit)
3	Administrative Officer V (Cashier III)	EVSUB-ADOF5-14-2023	18	46,725	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional/ 2nd level eligibility	N/A	EVSU Main Campus (Cash Unit)
4	Administrative Officer III (Supply Officer II)	EVSUB-ADOF3-18-2023	14	33,843	Bachelor's Degree	4 hours relevant training (preferably with training in RA 9184)	1 year relevant experience (preferably with experience in procurement office of government agency)	Career Service Professional/ 2nd level eligibility	N/A	EVSU Main Campus (Procurement Unit)

5	Administrative Officer I (Supply Officer I)	EVSUB-ADOF1-12-2023	10	23,176	Bachelor's Degree	None Required	None Required	Career Service Professional/ 2nd level eligibility	N/A	EVSU Main Campus (Procurement Unit)
6	Administrative Officer I (Records Officer I)	EVSUB-ADOF1-10-2023	10	23,176	Bachelor's Degree	None Required	None Required	Career Service Professional/ 2nd level eligibility	N/A	EVSU Main Campus (Records Office)
7	Administrative Officer I (Records Officer I)	EVSUB-ADOF1-11-2023	10	23,176	Bachelor's Degree	None Required	None Required	Career Service Professional/ 2nd level eligibility	N/A	EVSU Main Campus (Records Office)
8	Administrative Assistant III (Secretary II (A))	EVSUB-ADAS3-9-2023	9	21,129	Completion of two years studies in College	4 hours relevant training	1 year of relevant experience	Career Service Subprofessional/ First level eligibility	N/A	EVSU Main Campus
9	Administrative Assistant III (Secretary II (A))	EVSUB-ADAS3-10-2023	9	21,129	Completion of two years studies in College	4 hours relevant training	1 year of relevant experience	Career Service Subprofessional/ First level eligibility	N/A	EVSU Main Campus
10	Administrative Assistant II (Property Custodian)	EVSUB-ADAS2-20-2023	8	19,744	Completion of two years studies in College	None Required	None Required	Career Service Subprofessional/ First level eligibility	N/A	EVSU Main Campus (Supply 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 01, 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. 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. 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 opportunity to all men and women at all levels and position without discrimination related to gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigeneous communities and those with diverse 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

EVSU SALAZAR ST. QUARRY DIST. TACLOBAN CITY

recruitment@evsu.edu.ph

Note:

1. This is a republication of previously posted vacancies, thus, those who have previously filed their applications need not reapply.
2. Qualified next-in-rank are automatically considered as candidates for the position.
2. For details of POSITION/JOB DESCRIPTION please click this link: https://drive.google.com/file/d/1KyB2KU8sLtY73eFpa7Rqn8kOepD18-ky/view?usp=drive_link
3. Only those QUALIFIED APPLICANTS will be contacted for the next step of the hiring process.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.