

Republic of the Philippines  
**EASTERN VISAYAS STATE UNIVERSITY - TANAUAN CAMPUS**  
Request for Publication of Vacant Positions

To: **CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of Eastern Visayas State University - Tanauan Campus in the CSC website:

**BENEDICTO T. MILITANTE JR., Ph.D., J.D.**  
Campus Director

Date: 12/10/2020

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Admin. Aide I (Clerk I)	None (Casual)	SG 1	11,066.00	Must be able to read and write/ Elementary School Graduate	None required	None required	None required		EVSU-Tanauan Campus

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 31, 2020.

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:

**BENEDICTO T. MILITANTE JR., Ph.D., J.D.**  
Campus Director  
Havana St. San Miguel, Tanauan, Leyte  
[hrrmo.evsutc@gmail.com](mailto:hrrmo.evsutc@gmail.com)

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