

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

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

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:

  
**ANNABELLE B. PILAPIL, Ph.D.**  
Campus Director

Date: 12/07/2022

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 Aide I	N/A	1	P 11, 551.00	Must be able to read and write	None required	None required	None required		EVSU-Tanauan Campus Library

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 17, 2022.

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. Persons with disability (PWD) and members with Indigenous community irrespective of sexual orientation and gender identity are encourage to apply

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

**DENNIS C. DE PAZ, Ph.D.**  
University President  
EVSU Tanauan Campus  
[harmo.evsutc@gmail.com](mailto:harmo.evsutc@gmail.com)

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