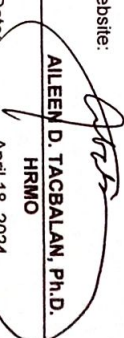


Republic of the Philippines
EASTERN VISAYAS STATE UNIVERSITY
Request for Publication of Vacant Positions

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:


AILEEN D. TACBALAN, Ph.D.
HRMO
Date: April 18, 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 III (Cashier II)	EVSUB-ADDF3-9-2023	14	33,843	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/2nd level eligibility	N/A	EVSU Bureau (Cashing 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 **May 2, 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 indigenous 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 **EVSU BUREAUEN CAMPUS** and send through email the scanned/soft copy, addressed to:

RENATO E. MARTIJA, Ed.D.
Campus Director
Poblacion District 9, Burauen Leyte
hrmndo.evsubc@gmail.com

Note: This is a republication of the previously posted vacancies. Those who have previously filed their applications need not reapply.
APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.