

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:


RONALD B. MADERA, Ph.D.
Campus Director

Date: August 22, 2023

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 VI (Clerk III)	EVSUB- ADA6-27- 2023	6	17553	Completion of two-year studies in College	None Required	None Required	Career Service (Sub- Professional)/ First Level Eligibility	N/A	EVSU Tanauan Campus (Human Resource Management Office)
2	Administrative Aide VI (Clerk III)	EVSUB- ADA6-28- 2023	6	17553	Completion of two-year studies in College	None Required	None Required	Career Service (Sub- Professional)/ First Level Eligibility	N/A	EVSU Tanauan Campus (Procurement Office)
3	Administrative Aide VI (Clerk III)	EVSUB- ADA6-29- 2023	6	17553	Completion of two-year studies in College	None Required	None Required	Career Service (Sub- Professional)/ First Level Eligibility	N/A	EVSU Tanauan Campus (Supply Office)

4	Administrative Aide VI (Clerk III)	EVSUB-ADA6-30-2023	6	17553	Completion of two-year studies in College	None Required	None Required	Career Service (Sub-Professional)/ First Level Eligibility	N/A	EVSU Tanauan Campus (Accounting Office)
5	Administrative Aide VI (Clerk III)	EVSUB-ADA6-1-2005	6	17553	Completion of two-year studies in College	None Required	None Required	Career Service (Sub-Professional)/ First Level Eligibility	N/A	EVSU Tanauan Campus (Assessment Office)

This is a republication of the previously published vacant Admin. Aide VI positions dated July 12, 2023. Those who have already submitted application need not reapply. 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 1, 2023.

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;
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.

This University highly encourages all interested and qualified applicants and promotes equal employment opportunities to men and women at all levels of positions without discrimination, regardless of age, gender, civil status, persons with disability (PWD), religion, ethnicity, or political affiliations, to include members of the Indigenous communities and those with diverse sexual orientation, gender identity, and expression (SOGIE).

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

DENNIS C. DE PAZ, PhD

 University President

 EVSU - Tanauan Campus

hrmo.evsutc@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.