

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:


ATTY. ALFIE SONIA Q. SANCHEZ
HRMO

Date: July 11, 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 OFFICER V | EVSUB-ADOF5-6-2023 | 18 | 46,725.00 | Bachelor's Degree relavant to the job | 8 hours of relevant training | 2 years of relevant experience | Career Service Professional/ 2nd level eligibility | N/A | EVSU-Carigara Campus |
| 2 | ACCOUNTANT II | EVSUB-A2-7-2023 | 16 | 39,672.00 | BS Accountancy/ BSC-Accounting/ BSBA-Accounting | 4 hours of relevant training | 1 year of relevant experience | RA 1080 (CPA) | N/A | EVSU-Carigara Campus |
| 3 | ADMINISTRATIVE OFFICER IV (HRMO II) | EVSUB-ADOF4-6-2023 | 15 | 36,619.00 | Bachelor's degree relevant to job | 4 hours of relevant training | 1 year relevant experience | Career Service Professional/ 2nd level eligibility | N/A | EVSU-Carigara Campus |
| 4 | ADMINISTRATIVE OFFICER III (Cashier II) | EVSUB-ADOF3-11-2023 | 14 | 33,843.00 | Bachelor's degree relevant to job | 4 hours of relevant training | 1 year relevant experience | Career Service Professional/ 2nd level eligibility | N/A | EVSU-Carigara Campus |
| 5 | ADMINISTRATIVE OFFICER III (Procurement Officer) | EVSUB-ADOF3-12-2023 | 14 | 33,843.00 | Bachelor's degree relevant to job | 4 hours of relevant training | 1 year relevant experience | Career Service Professional/ 2nd level eligibility | N/A | EVSU-Carigara Campus |

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|----|-----------------------------------------------------|---------------------|----|-----------|--------------------------------------------|------------------------------|----------------------------|---------------------------------------------------------|-----|----------------------|
| 6 | GUIDANCE COUNSELOR I | EVSUB-GUIDC1-1-2016 | 11 | 27,000.00 | Master's degree in Guidance and Counseling | None Required | None Required | RA 1080 (Guidance Counselor) | N/A | EVSU-Carigara Campus |
| 7 | ADMINISTRATIVE OFFICER I (Records Officer I) | EVSUB-ADOF1-27-2004 | 10 | 23,176.00 | Bachelor's degree relevant to job | None required | None required | Career Service Professional/ 2nd level eligibility | N/A | EVSU-Carigara Campus |
| 8 | ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper) | EVSUB-ADAS3-6-2023 | 9 | 21,211.00 | Completion of two-year studies in College | 4 hours of relevant training | 1 year relevant experience | Career Service Subprofessional/ First level eligibility | N/A | EVSU-Carigara Campus |
| 9 | ADMINISTRATIVE ASSISTANT II (Property Custodian) | EVSUB-ADAS2-7-2023 | 8 | 19,744.00 | Completion of two-year studies in College | 4 hours of relevant training | 1 year relevant experience | Career Service Subprofessional/ First level eligibility | N/A | EVSU-Carigara Campus |
| 10 | ADMINISTRATIVE ASSISTANT II (Budgeting Assistant) | EVSUB-ADAS2-8-2023 | 8 | 19,744.00 | Completion of two-year studies in College | 4 hours of relevant training | 1 year relevant experience | Career Service Subprofessional/ First level eligibility | N/A | EVSU-Carigara Campus |
| 11 | ADMINISTRATIVE ASSISTANT II (Disbursing Officer II) | EVSUB-ADAS2-9-2023 | 8 | 19,744.00 | Completion of two-year studies in College | 4 hours of relevant training | 1 year relevant experience | Career Service Subprofessional/ First level eligibility | N/A | EVSU-Carigara Campus |
| 12 | ADMINISTRATIVE ASSISTANT I (Buyer I) | EVSUB-ADAS1-8-2023 | 7 | 18,620.00 | Completion of two-year studies in College | None required | None required | Career Service Subprofessional/ First level eligibility | N/A | EVSU-Carigara Campus |
| 13 | ADMINISTRATIVE AIDE VI (Clerk III) | EVSUB-ADA6-15-2023 | 6 | 17,553.00 | Completion of two-year studies in College | 4 hours of relevant training | 1 year relevant experience | Career Service Subprofessional/ First level eligibility | N/A | EVSU-Carigara Campus |
| 14 | ADMINISTRATIVE AIDE VI (Clerk III) | EVSUB-ADA6-16-2023 | 6 | 17,553.00 | Completion of two-year studies in College | 4 hours of relevant training | 1 year relevant experience | Career Service Subprofessional/ First level eligibility | N/A | EVSU-Carigara Campus |

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|----|------------------------------------|--------------------|---|-----------|-------------------------------------------|------------------------------|----------------------------|---------------------------------------------------------|-----|----------------------|
| 15 | ADMINISTRATIVE AIDE VI (Clerk III) | EVSUB-ADA6-17-2023 | 6 | 17,553.00 | Completion of two-year studies in College | 4 hours of relevant training | 1 year relevant experience | Career Service Subprofessional/ First level eligibility | N/A | EVSU-Carigara Campus |
| 16 | ADMINISTRATIVE AIDE VI (Clerk III) | EVSUB-ADA6-18-2023 | 6 | 17,553.00 | Completion of two-year studies in College | 4 hours of relevant training | 1 year relevant experience | Career Service Subprofessional/ First level eligibility | N/A | EVSU-Carigara Campus |
| 17 | ADMINISTRATIVE AIDE VI (Clerk III) | EVSUB-ADA6-19-2023 | 6 | 17,553.00 | Completion of two-year studies in College | 4 hours of relevant training | 1 year relevant experience | Career Service Subprofessional/ First level eligibility | N/A | EVSU-Carigara Campus |
| 18 | ADMINISTRATIVE AIDE VI (Clerk III) | EVSUB-ADA6-20-2023 | 6 | 17,553.00 | Completion of two-year studies in College | 4 hours of relevant training | 1 year relevant experience | Career Service Subprofessional/ First level eligibility | N/A | EVSU-Carigara 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 July 22, 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.

Note: This University highly encourages all interested and qualified applicants and promotes equal employment opportunity, to men and women at all levels of position without discrimination, regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation, to include the 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:

RONALD B. MADERA, Ph.D.

Campus Director

EVSU-Carigara Campus, Carigara, Leyte

hrmdo.evsucc@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

