



Republic of the Philippines
EASTERN VISAYAS STATE UNIVERSITY
 Tacloban City, Philippines

CS Form No. 9
 Series of 2017

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** in the CSC website:

JOSELITO T. BERNARDO
 OIC-HRMO

Date: Feb. 19, 2020

No	Position Title	Plantilla Item No.	Salary /Job/ Pay/ Grade	Annual Salary	Qualification Standards				Place of Assignment
					Education	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide IV	EVSUB-ADA4-32-2008	SG 4	165,684.00	Completion of two years in College or High school graduate	None required Preferred: One-year experience in (4) wheel vehicle	Professional Driver's License (MC. 11, s. 1996. Cat IV)	Complies w/ policies, rules & standards set by the university. Ability to keep the vehicle in good condition and perform trouble shooting	EVSU Main 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 **March 5, 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;
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/e-mail their application to

DOMINADOR O. AGUIRRE, JR. DM
 University President
 EVSU, Salazar Street, Quarry District, Tacloban City

EASTERN VISAYAS STATE UNIVERSITY

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED

EVSU, Salazar St.
 Quarry District, Tacloban
 6500 Philippines

(053) 321-3269
 (053) 321-1084
www.evsu.edu.ph
evsuhrmo16@yahoo.com