

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, PhD**  
**CAMPUS DIRECTOR**

Date: March 14, 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 V (AO III)	EVSUB- ADOF5-8- 2023	18	46725	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	N/A	Administrative Services Office
2	Administrative Officer III (Cashier II)	EVSUB- ADOF3-15- 2023	14	33843	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	N/A	Cashier and Disbursing Office
3	Administrative Assistant II (Disbursing Officer II)	EVSUB- ADAS2-13- 2023	8	19744	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofession al)/First Level Eligibility	N/A	Cashier and Disbursing Office

4	Administrative Officer IV (HRMO II)	EVSUB-ADOF4-9-2023	15	36619	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	N/A	Human Resource Management Office
5	Administrative Officer II (HRMO I)	EVSUB-ADOF2-8-2023	11	27000	Bachelor's Degree	None Required	None Required	Career Service (Professional)/ Second Level Eligibility	N/A	Human Resource Management Office
6	Administrative Assistant II (Property Custodian)	EVSUB-ADAS2-14-2023	8	19744	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/First Level Eligibility	N/A	Supply Office
7	Administrative Assistant I (Buyer)	EVSUB-ADAS1-10-2023	7	18620	Completion of two years studies in College	None Required	None Required	Career Service (Subprofessional)/First Level Eligibility	N/A	Procurement Office
8	Administrative Assistant III (Senior Bookkeeper)	EVSUB-ADAS3-8-2023	9	21129	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/First Level Eligibility	N/A	Accounting Office

**This is a republication of the previously published vacant Administrative 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 March 25, 2024.

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.

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, civil status, persons with disability (PWD), religion, ethnicity, or political affiliations, to include member of the Indigenous communities and those with diverse sexual orientation, gender identity, and expression (SOGIE).

**Note: Hand in the hard copy of your application with tabbings to EVSU Tanauan Campus located at Havana St., Barangay San Miguel, Tanauan, Leyte.**

**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.tanauan@evsu.edu.ph](mailto:hrmo.tanauan@evsu.edu.ph)

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