



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



HUMAN RESOURCE MANAGEMENT OFFICE  
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. ECLIPSE**  
OIC - HRMO

Date: August 31, 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 (Clerk II)	EVSUB-ADA4-4-2009 EVSUB-ADA4-17-2009 EVSUB-ADA4-51-2004 EVSUB-ADA4-53-2004	SG 4	165,684.00	Completion of two years in College or High school graduate	None required	Career Service Sub-Professional First Level		EVSU Main Campus
2	Administrative Aide III (Clerk I)	EVSUB-ADA3-73-2006 EVSUB-ADA3-80-2004 EVSUB-ADA3-2-2007	SG 3	156,228.00	Completion of two years in College or High school graduate	“do”	Career Service Sub-Professional First Level		EVSU Main Campus
3	Administrative Aide II (Computer Servicing)	EVSUB-ADA2-18-2009	SG 2	147,228.00	Completion of two years in College or High school graduate	“do”	NC II		EVSU Main Campus
4	Administrative Aide I (Utility Worker I)	EVSUB-ADA1-13-2005 EVSUB-ADA1-16-2006	SG 1	138,612.00	None required	None required	None required		EVSU Main Campus
5	Supervising Administrative Officer (Cashier IV)	EVSU-SADOF-16-2005	SG 22	802,404.00	Bachelor’s Degree Relevant to the Job	3 year’s relevant experience	Career Service Professional Second Level		EVSU Main Campus
7	Supervising Administrative Officer (HRMO IV)	EVSU-SADOF-15-2005	SG 22	802,404.00	“do”	“do”	“do”		EVSU Main Campus

Interested and qualified applicants should signify their interest in writing. Differently abled but qualified candidates are encouraged to apply. Attach the following documents to the application letter and send to the address below not later than **Sept. 13, 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](http://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 send through e-mail their application to

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

Email address: [hrmo@evsu.edu.ph](mailto:hrmo@evsu.edu.ph)

Applications with incomplete documents shall not be entertained

“Building Globally Competitive Professionals”