

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:


EDERLYN C. DAGAMI, CPA
HRMO

Date: November 11, 2021

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 IV (CLERK II)	EVSUB-ADA4-18-2009	4	14,400	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career service (Subprofessional) Second Level Eligibility		EVSU MAIN CAMPUS (Accounting)
2	ADMINISTRATIVE AIDE IV (CLERK II)	EVSUB-ADA4-49-2004	4	14,400	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career service (Subprofessional) Second Level Eligibility		EVSU MAIN CAMPUS (Research)
3	ADMINISTRATIVE AIDE IV (CLERK II)	EVSUB-ADA4-50-2004	4	14,400	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career service (Subprofessional) Second Level Eligibility		EVSU MAIN CAMPUS (VPAE)
4	ADMINISTRATIVE AIDE IV (CLERK II)	EVSUB-ADA4-51-2004	4	14,400	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career service (Subprofessional) Second Level Eligibility		EVSU MAIN CAMPUS (Procurement)
5	ADMINISTRATIVE AIDE III (CLERK I)	EVSUB-ADA3-60-2004	3	13,572	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career service (Subprofessional) Second Level Eligibility		EVSU MAIN CAMPUS (Records)
6	ADMINISTRATIVE AIDE III (CLERK I)	EVSUB-ADA3-61-2004	3	13,572	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career service (Subprofessional) Second Level Eligibility		EVSU MAIN CAMPUS (Registrar)
7	ADMINISTRATIVE AIDE III (CLERK I)	EVSUB-ADA3-78-2004	3	13,572	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career service (Subprofessional) Second Level Eligibility		EVSU MAIN CAMPUS (Director, Finance Services)

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 **November 22, 2021**.

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.

Persons with disability (PWD) and members of indigenous community irrespective of sexual orientation and gender identity are encourage to apply.

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

DENNIS C. DE PAZ, Ph.D.

University President

EVSU SALAZAR ST. QUARRY DIST. TACLOBAN CITY

hrmo@evsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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1	DENTIST III	EVSUB-DENT3-27-2008	20	54,251	Doctor of Dental Medicine or Dental Surgery	8 hours of relevant training	2 years of relevant experience	RA 1080		EVSU MAIN CAMPUS
2	ADMINISTRATIVE OFFICER V (HRMO III)	EVSUB-ADOF5-6-2004	18	43,681	Bachelors degree	8 hours of relevant training	2 years of relevant experience	Career service (Professional) Second Level Eligibility		EVSU MAIN CAMPUS
3	ADMINISTRATIVE OFFICER IV (BUDGET OFFICER II)	EVSUB-ADOF4-12-2004	15	33,575	Bachelors degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career service (Professional) Second Level Eligibility		EVSU MAIN CAMPUS (Budget Office)
4	ADMINISTRATIVE OFFICER IV (FINANCIAL ANALYST II)	EVSUB-ADOF4-29-2008	15	33,575	Bachelors degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career service (Professional) Second Level Eligibility		EVSU MAIN CAMPUS (Accounting)
5	ADMINISTRATIVE ASSISTANT III (BOOKKEEPER II)	EVSUB-ADAS3-1-2010	9	19,593	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career service (Subprofessional) Second Level Eligibility		EVSU MAIN CAMPUS (Accounting)

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