

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:


HONEY LEE F. CADAVIS, MM
HRMO III

Date: **November 21, 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	Information Technology Officer I	EVSUB-ITO1-23-2023	19	51347	Bachelor's degree relevant to job	2 years of relevant experience	8 hours of relevant training	Career Service Professional/2nd level eligibility	N/A	EVSU MAIN CAMPUS (ICT Unit)
2	Accountant III	EVSUB-A3-11-2023	19	51347	BS Accountancy/BSC Accounting/ BSBA-Accounting	2 years of relevant experience	8 hours of relevant training	RA 1080 (CPA)	N/A	EVSU MAIN CAMPUS (Accounting Unit)
3	Information Officer III	EVSUB-INFO3-20-2023	18	46725	Bachelor's degree relevant to job	2 years of relevant experience	8 hours of relevant training	Career Service Professional/2nd level eligibility	N/A	EVSU MAIN CAMPUS (Information Unit)
4	Internal Auditor III	EVSUB-IAUD3-19-2023	18	46725	Bachelor's degree relevant to job	2 years of relevant experience	8 hours of relevant training	Career Service Professional/2nd level eligibility	N/A	EVSU MAIN CAMPUS (Internal Audit Unit)
5	Administrative Officer V (Budget Officer III)	EVSUB-ADOF5-9-2023	18	46725	Bachelor's degree relevant to job	2 years of relevant experience	8 hours of relevant training	Career Service Professional/2nd level eligibility	N/A	EVSU MAIN CAMPUS (Budget Unit)
6	Administrative Officer V (Supply Officer III)	EVSUB-ADOF5-13-2023	18	46725	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service Professional/2nd level eligibility	N/A	EVSU MAIN CAMPUS (Supply and Property Management Unit)
7	Information System Analyst II	EVSUB-INFOSA2-22-2023	16	39672	Bachelor's degree relevant to job	1 year of relevant experience	4 hours of relevant training	Career Service Professional/2nd level eligibility	N/A	EVSU MAIN CAMPUS (ICT Unit)
8	Information Officer II	EVSUB-INFO2-21-2023	15	36619	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service Professional/2nd level eligibility	N/A	EVSU MAIN CAMPUS (Information Unit)
9	Internal Auditor II	EVSUB-IAUD2-20-2023	15	36619	Bachelor's degree relevant to job	1 year of relevant experience	4 hours of relevant training	Career Service Professional/2nd level eligibility	N/A	EVSU MAIN CAMPUS (Internal Audit Unit)
10	Administrative Officer III	EVSUB-ADOF3-19-2023	14	33843	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service Professional/2nd level eligibility	N/A	EVSU MAIN CAMPUS (Procurement)

11	Information System Analyst I	EVSUB-INFOSA1-21-2023	12	29165	Bachelor's degree relevant to job	None Required	None Required	Career Service Professional/2nd level eligibility	N/A	EVSU MAIN CAMPUS (ICT Unit)
12	Computer Maintenance Technologist I	EVSUB-CTMT1-20-2023	11	27000	Bachelor's degree relevant to job	None Required	None Required	Career Service Professional/2nd level eligibility	N/A	EVSU MAIN CAMPUS (ICT Unit)
13	Information Officer I	EVSUB-INFO1-18-2023	11	27000	Bachelor's degree	None Required	None Required	Career Service Professional/2nd level eligibility	N/A	EVSU MAIN CAMPUS (Information Unit)
14	Information Officer I	EVSUB-INFO1-19-2023	11	27000	Bachelor's degree	None Required	None Required	Career Service Professional/2nd level eligibility	N/A	EVSU MAIN CAMPUS (Information Unit)
15	Internal Auditor I	EVSUB-IAUD1-17-2023	11	27000	Bachelor's degree relevant to job	None Required	None Required	Career Service Professional/2nd level eligibility	N/A	EVSU MAIN CAMPUS (Internal Audit Unit)
16	Internal Auditor I	EVSUB-IAUD1-18-2023	11	27000	Bachelor's degree relevant to job	None Required	None Required	Career Service Professional/2nd level eligibility	N/A	EVSU MAIN CAMPUS (Internal Audit Unit)
17	Administrative Officer II (Budget Officer I)	EVSUB-ADOF2-15-2023	11	27000	Bachelor's degree relevant to job	None Required	None Required	Career Service Professional/2nd level eligibility	N/A	EVSU MAIN CAMPUS (Budget Unit)
18	Administrative Officer II	EVSUB-ADOF2-13-2023	11	27000	Bachelor's degree	None Required	None Required	Career Service Professional/2nd level eligibility	N/A	EVSU MAIN CAMPUS (Accounting Unit)
19	Administrative Officer II	EVSUB-ADOF2-14-2023	11	27000	Bachelor's degree	None Required	None Required	Career Service Professional/2nd level eligibility	N/A	EVSU MAIN CAMPUS (Accounting Unit)
20	Administrative Officer II (HRMO I)	EVSUB-ADOF2-11-2023	11	27000	Bachelor's degree	None Required	None Required	Career Service Professional/2nd level eligibility	N/A	EVSU MAIN CAMPUS (Human Resource Management Office)
21	Administrative Officer II (HRMO I)	EVSUB-ADOF2-12-2023	11	27000	Bachelor's degree	None Required	None Required	Career Service Professional/2nd level eligibility	N/A	EVSU MAIN CAMPUS (Human Resource Management Office)
22	Administrative Officer I	EVSUB-ADOF1-12-2023	10	23176	Bachelor's degree	None Required	None Required	Career Service Professional/2nd level eligibility	N/A	EVSU MAIN CAMPUS (Procurement Unit)
23	Administrative Officer I	EVSUB-ADOF1-10-2023	10	23176	Bachelor's degree	None Required	None Required	Career Service Professional/2nd level eligibility	N/A	EVSU MAIN CAMPUS (Records Unit)
24	Administrative Officer I	EVSUB-ADOF1-11-2023	10	23176	Bachelor's degree	None Required	None Required	Career Service Professional/2nd level eligibility	N/A	EVSU MAIN CAMPUS (Records Unit)
25	Administrative Assistant III	EVSUB-ADAS3-9-2023	9	21211	Completion of two years studies in College	1 year of relevant experience	4 hours of relevant training	Career Service Subprofessional/First level eligibility	N/A	EVSU MAIN CAMPUS (Office of the Vice-President for Admin. & Finance)
26	Administrative Assistant III	EVSUB-ADAS3-10-2023	9	21211	Completion of two years studies in College	1 year of relevant experience	4 hours of relevant training	Career Service Subprofessional/First level eligibility	N/A	EVSU MAIN CAMPUS (Office of the Vice-President for Academic Affairs)

27	Administrative Assistant II (HRMA)	EVSUB-ADAS2-18-2023	8	19744	Completion of two years studies in College	1 year of relevant experience	4 hours of relevant training	Career Service Subprofessional/First level eligibility	N/A	EVSU MAIN CAMPUS (Human Resource Management Office)
28	Administrative Assistant II (HRMA)	EVSUB-ADAS2-19-2023	8	19744	Completion of two years studies in College	1 year of relevant experience	4 hours of relevant training	Career Service Subprofessional/First level eligibility	N/A	EVSU MAIN CAMPUS (Human Resource Management Office)
29	Admin. Assistant II (Budgeting Assistant)	EVSUB-ADAS2-21-2023	8	19744	Completion of two years studies in College	1 year of relevant experience	4 hours of relevant training	Career Service Subprofessional/First level eligibility	N/A	EVSU MAIN CAMPUS (Budget Unit)
30	Admin. Assistant II (Budgeting Assistant)	EVSUB-ADAS2-22-2023	8	19744	Completion of two years studies in College	1 year of relevant experience	4 hours of relevant training	Career Service Subprofessional/First level eligibility	N/A	EVSU MAIN CAMPUS (Budget Unit)
31	Administrative Aide VI (Clerk III)	EVSUB-ADA6-32-2023	6	17553	Completion of two years studies in College	None Required	None Required	Career Service Subprofessional/First level eligibility	N/A	EVSU MAIN CAMPUS (Office of the Vice-President for Admin. & Finance)
32	Administrative Aide VI (Clerk III)	EVSUB-ADA6-33-2023	6	17553	Completion of two years studies in College	None Required	None Required	Career Service Subprofessional/First level eligibility	N/A	EVSU MAIN CAMPUS (Office of the Vice-President for Academic Affairs)
33	Administrative Aide VI (Clerk III)	EVSUB-ADA6-34-2023	6	17553	Completion of two years studies in College	None Required	None Required	Career Service Subprofessional/First level eligibility	N/A	EVSU MAIN CAMPUS (ICT Unit)
34	Administrative Aide VI (Clerk III)	EVSUB-ADA6-35-2023	6	17553	Completion of two years studies in College	None Required	None Required	Career Service Subprofessional/First level eligibility	N/A	EVSU MAIN CAMPUS (Internal Audit Unit)
35	Administrative Aide VI (Clerk III)	EVSUB-ADA6-38-2023	6	17553	Completion of two years studies in College	None Required	None Required	Career Service Subprofessional/First level eligibility	N/A	EVSU MAIN CAMPUS (Information Unit)
36	Administrative Aide VI (Clerk III)	EVSUB-ADA6-40-2023	6	17553	Completion of two years studies in College	None Required	None Required	Career Service Subprofessional/First level eligibility	N/A	EVSU MAIN CAMPUS (Records Unit)
37	Administrative Aide VI (Clerk III)	EVSUB-ADA6-42-2023	6	17553	Completion of two years studies in College	None Required	None Required	Career Service Subprofessional/First level eligibility	N/A	EVSU MAIN CAMPUS (Procurement Unit)
38	Administrative Aide VI (Clerk III)	EVSUB-ADA6-44-2023	6	17553	Completion of two years studies in College	None Required	None Required	Career Service Subprofessional/First level eligibility	N/A	EVSU MAIN CAMPUS (Records Unit)
39	Librarian Aide II (anticipated vacancy)	EVSUB-LIBA-87-2004	2	13819	Elementary School Graduate	None Required	None Required	None Required (MC 11, s.96 - Cat. III)	N/A	EVSU MAIN CAMPUS (Library)

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 **December 02, 2023**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet (WES), if applicable, 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;

4. Photocopy of Transcript of Records; and

5. Photocopy Training Certificates

6. Photocopy of Certificate of Employment/Service Record (*if position applied is requiring Work Experience*)

This office highly encourages all interested and qualified applicants and promotes equal opportunity to all men and women at all levels and position without discrimination related to gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigineous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

QUALIFIED APPLICANTS are advised to hand in the **HARD COPY** (filed in folder with proper tabbing) of their application documents to the **Records Office** and send through email the Scanned/Soft copy, addressed to:

DENNIS C. DE PAZ, Ph.D.

University President

EVSU SALAZAR ST. QUARRY DIST. TACLOBAN CITY

recruitment@evsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.