



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:

JOSE LITO T. AGUIRRE
 OIC-HRMO

Date: Dec.. 3, 2019

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 VI	EVSUB-ADA6-35-2004	SG 6	178,164.00	Completion of two years in College or High school graduate	None required	Career Service Sub-Professional First Level		EVSU Main Campus
2	Administrative Aide IV	EVSUB-ADA4-17-2009	SG 4	158,568.00	Completion of two years in College or High school graduate	"do"	Career Service Sub-Professional First Level		EVSU Main Campus
3	Administrative Aide IV	EVSUB-ADA4-18-2009	SG 4	158,568.00	Completion of two years in College or High school graduate	"do"	Career Service Sub-Professional First Level		EVSU Main Campus
4	Administrative Aide IV	EVSUB-ADA4-50-2004	SG 4	158,568.00	Completion of two years in College or High school graduate	"do"	Career Service Sub-Professional First Level		EVSU Main Campus
5	Administrative Aide IV	EVSUB-ADA4-51-2004	SG 4	158,568.00	Completion of two years in College or High school graduate	"do"	Career Service Sub-Professional First Level		EVSU Main Campus
6	Administrative Aide IV	EVSUB-ADA4-53-2004	SG 4	158,568.00	Completion of two years in College or High school graduate	"do"	Career Service Sub-Professional First Level		EVSU Main Campus
7	Administrative Aide III	EVSUB-ADA3-73-2004	SG 3	149,592.00	"do"	"do"	"do"		EVSU Main Campus
8	Administrative Aide III	EVSUB-ADA3-75-2004	SG 3	149,592.00	"do"	"do"	"do"		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 **October 1, 2019**.

- 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;
- Performance rating in the present position for one (1) year (if applicable);

- Photocopy of certificate of eligibility/rating/license; and
- 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

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

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JOSE LITO T. LIMPAS
 OIC-HRMO

Date: Dec. 3, 2019

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 Officer IV	EVSUB-ADOF4-12-2004	SG 15	366,372.00	Bachelor's Degree relevant to the job	1 year relevant experience	Career Service Professional Second Level		EVSU Main Campus
2	Administrative Officer III	EVSUB-ADOF3-7-2007	SG 14	333,060.00	Bachelor's Degree relevant to the job	1 year relevant experience	Career Service Professional Second Level		EVSU Main Campus
3	Registrar III	EVSUB-R3-10-2004	SG 18	487,644.00	Bachelor's Degree relevant to the job	2 year's relevant experience	Career Service Professional Second Level		EVSU Main Campus
4	Administrative Aide VI	EVSUB-ADA6-36-2004	SG 6	178,164.00	Completion of two years in College or High school graduate	None required	Career Service Sub-Professional First Level		EVSU Main Campus

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