

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:


AILEEN D. TACBALAN, Ph.D.
 HRMO

Date:

February 13, 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 (Administrative Officer III)	EVSUB-ADOF5-5-2023	18	46,725	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional/ 2nd level eligibility	N/A	EVSU Burauen (Administrative Services Office)
2	ACCOUNTANT II	EVSUB-A2-6-2023	16	39,672	BS Accountancy/BSC-Accounting/ BSBA-Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (CPA)	N/A	EVSU Burauen (Accounting Office)
3	ADMINISTRATIVE OFFICER IV (Budget Officer II)	EVSUB-ADOF4-4-2023	15	36,619	Bachelor's degree relevant to job	4 hours of relevant training	1 year relevant experience	Career Service Professional/ 2nd level eligibility	N/A	EVSU Burauen (Budget Office)
4	ADMINISTRATIVE OFFICER IV (HRMO II)	EVSUB-ADOF4-5-2023	15	36,619	Bachelor's degree	4 hours of relevant training	1 year relevant experience	Career Service Professional/ 2nd level eligibility	N/A	EVSU Burauen (HRMD Office)
5	ADMINISTRATIVE OFFICER III (Supply Officer II)	EVSUB-ADOF3-10-2023	14	33,843	Bachelor's degree	4 hours of relevant training (preferably has attended the RA 9184 training)	1 year relevant experience (preferably in procurement office of a government agency)	Career Service Professional/2nd level eligibility	N/A	EVSU Burauen (Procurement Office)
6	ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)	EVSUB-ADAS3-5-2023	9	21,129	Completion of two-years studies in College	4 hours of relevant training	1 year relevant experience	Career Service Subprofessional/ First level eligibility	N/A	EVSU Burauen (Budget Office)
7	ADMINISTRATIVE ASSISTANT II (Budgeting Assistant)	EVSUB-ADAS2-4-2023	8	19,744	Completion of two-years studies in College	4 hours of relevant training	1 year relevant experience	Career Service Subprofessional/ First level eligibility	N/A	EVSU Burauen (Budget Office)
8	ADMINISTRATIVE ASSISTANT II (Property Custodian)	EVSUB-ADAS2-5-2023	8	19,744	Completion of two-years studies in College	4 hours of relevant training	1 year relevant experience	Career Service Subprofessional/ First level eligibility	N/A	EVSU Burauen (Supply Office)
9	ADMINISTRATIVE ASSISTANT II (Disbursing Officer)	EVSUB-ADAS2-6-2023	8	19,744	Completion of two-years studies in College	4 hours of relevant training	1 year relevant experience	Career Service Subprofessional/ First level eligibility	N/A	EVSU Burauen (Cashier's Office)
10	ADMINISTRATIVE ASSISTANT I (Buyer II)	EVSUB-ADAS1-7-2023	7	18,620	Completion of two-years studies in College	None required	None required	Career Service Subprofessional/ First level eligibility	N/A	EVSU Burauen (Procurement Office)

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10	ADMINISTRATIVE ASSISTANT I (Buyer II)	EVSUB-ADAS1-7-2023	7	18,620	Completion of two-years studies in College	None required	None required	Career Service Subprofessional/ First level eligibility	N/A	EVSU Burauen (Procurement Office)

11	ADMINISTRATIVE AIDE VI (Clerk III)	EVSUB-ADA6-9-2023	6	17,553	Completion of two-years studies in College	None required	None required	Career Service Subprofessional/ First level eligibility	N/A	EVSU Burauen (Office of the Campus Administrator)
12	ADMINISTRATIVE AIDE VI (Clerk III)	EVSUB-ADA6-10-2023	6	17,553	Completion of two-years studies in College	None required	None required	Career Service Subprofessional/ First level eligibility	N/A	EVSU Burauen (Accounting Office)
13	ADMINISTRATIVE AIDE VI (Clerk III)	EVSUB-ADA6-11-2023	6	17,553	Completion of two-years studies in College	None required	None required	Career Service Subprofessional/ First level eligibility	N/A	EVSU Burauen (HRMD Office)
14	ADMINISTRATIVE AIDE VI (Clerk III)	EVSUB-ADA6-12-2023	6	17,553	Completion of two-years studies in College	None required	None required	Career Service Subprofessional/ First level eligibility	N/A	EVSU Burauen (Budget Office)
15	ADMINISTRATIVE AIDE VI (Clerk III)	EVSUB-ADA6-13-2023	6	17,553	Completion of two-years studies in College	None required	None required	Career Service Subprofessional/ First level eligibility	N/A	EVSU Burauen (Cashier's Office)
16	ADMINISTRATIVE AIDE VI (Labor Foreman)	EVSUB-ADA6-14-2023	6	17,553	High School Graduate	None required	None required	None Required (MC No. 10, s. 2013-Cat. III)	N/A	EVSU Burauen (Administrative Services Office)
17	ADMINISTRATIVE AIDE IV (Clerk II)	EVSUB-ADA4-10-2023	4	15,586	Completion of two-years studies in College	None required	None required	Career Service Subprofessional/ First level eligibility	N/A	EVSU Burauen (Office of the Campus Administrator)

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 **February 26, 2024**.

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; and
4. Photocopy of Transcript of Records.
5. Photocopy of 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 submit **one (1) complete set** of their application documents in **HARD COPY (filed in a folder with proper tabbing)** to **EVSU BURAUEN CAMPUS** and send through email the scanned/soft copy, addressed to:

RENATO E. MARTIJA, Ed.D.

Campus Director

Poblacion District 9, Burauen Leyte

hrmdo.evsubc@gmail.com

Note: This is a republication of the previously posted vacancies. Those who have previously filed their applications need not reapply.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.