

Republic of the Philippines  
**EASTERN VISAYAS STATE UNIVERSITY**  
**BURAUEN CAMPUS**  
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*  
**AILEEN D. TACBALAN, Ph.D**  
HRMO

Date: September 11, 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	ADMINISTRATIVE OFFICER V	EVSUB-ADOF5-7-2023	18	46,725.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional/ 2nd level eligibility	N/A	Campus Directors Office
2	ACCOUNTANT II	EVSUB-A2-8-2023	16	39,672.00	BS Accountancy/BSC-Accounting/ BSBA-Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (CPA)	N/A	Accounting Office
3	ADMINISTRATIVE OFFICER IV (HRMO II)	EVSUB-ADOF4-7-2023	15	36,619.00	Bachelor's degree relevant to job	4 hours of relevant training	1 year relevant experience	Career Service Professional/ 2nd level eligibility	N/A	HRM Office
4	ADMINISTRATIVE OFFICER IV (Budget Officer II)	EVSUB-ADOF4-8-2023	15	36,619.00	Bachelor's degree relevant to job	4 hours of relevant training	1 year relevant experience	Career Service Professional/ 2nd level eligibility	N/A	Budget Office
5	ADMINISTRATIVE OFFICER III	EVSUB-ADOF3-13-2023	14	33,843.00	Bachelor's degree relevant to job	4 hours of relevant training	1 year relevant experience	Career Service Professional/ 2nd level eligibility	N/A	Procurement Office
6	ADMINISTRATIVE OFFICER III (Cashier II)	EVSUB-ADOF3-14-2023	14	33,843.00	Bachelor's degree relevant to job	4 hours of relevant training	1 year relevant experience	Career Service Professional/ 2nd level eligibility	N/A	Cashiering Office

7	ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)	EVSUB-ADAS3-7-2023	9	21,211.00	Completion of two years studies in College	4 hours of relevant training	1 year relevant experience	Career Service Subprofessional/First level eligibility	N/A	Accounting Office
8	ADMINISTRATIVE ASSISTANT II (Property Custodian)	EVSUB-ADAS2-10-2023	8	19,744.00	Completion of two years studies in College	4 hours of relevant training	1 year relevant experience	Career Service Subprofessional/First level eligibility	N/A	Supply Office
9	ADMINISTRATIVE ASSISTANT II (Budgeting Assistant)	EVSUB-ADAS2-11-2023	8	19,744.00	Completion of two years studies in College	4 hours of relevant training	1 year relevant experience	Career Service Subprofessional/First level eligibility	N/A	Budget Office
10	ADMINISTRATIVE ASSISTANT II (Disbursing Officer II)	EVSUB-ADAS2-12-2023	8	19,744.00	Completion of two years studies in College	4 hours of relevant training	1 year relevant experience	Career Service Subprofessional/First level eligibility	N/A	Cashiering Office
11	ADMINISTRATIVE ASSISTANT I (Buyer I)	EVSUB-ADAS1-9-2023	7	18,620.00	Completion of two years studies in College	None required	None required	Career Service Subprofessional/First level eligibility	N/A	Procurement Office
12	ADMINISTRATIVE AIDE VI (Clerk III)	EVSUB-ADA6-21-2023	6	17,553.00	Completion of two years studies in College	None required	None required	Career Service Subprofessional/First level eligibility	N/A	Accounting Office
13	ADMINISTRATIVE AIDE VI (Clerk III)	EVSUB-ADA6-22-2023	6	17,553.00	Completion of two years studies in College	None required	None required	Career Service Subprofessional/First level eligibility	N/A	HRM Office
14	ADMINISTRATIVE AIDE VI (Clerk III)	EVSUB-ADA6-23-2023	6	17,553.00	Completion of two years studies in College	None required	None required	Career Service Subprofessional/First level eligibility	N/A	Budget Office
15	ADMINISTRATIVE AIDE VI (Clerk III)	EVSUB-ADA6-24-2023	6	17,553.00	Completion of two years studies in College	None required	None required	Career Service Subprofessional/First level eligibility	N/A	Records Office
16	ADMINISTRATIVE AIDE VI (Clerk III)	EVSUB-ADA6-25-2023	6	17,553.00	Completion of two years studies in College	None required	None required	Career Service Subprofessional/First level eligibility	N/A	Cashiering Office
17	ADMINISTRATIVE AIDE VI (Clerk III)	EVSUB-ADA6-26-2023	6	17,553.00	Completion of two years studies in College	None required	None required	Career Service Subprofessional/First level eligibility	N/A	Campus Directors Office

18	ADMINISTRATIVE AIDE IV (Clerk II)	EVSUB-ADA4-11-2023	4	15,586.00	Completion of two years studies in College	None required	None required	Career Service Subprofessional/First level eligibility	N/A	Campus Directors Office
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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 September 22, 2023

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and work experience sheet (if applicable) which can be downloaded at [www.csc.gov.ph](http://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 Certificate of Trainings
5. Photocopy of Transcript of Records.

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).

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

**RENATO E. MARTIJA, EdD**  


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 Campus Director  


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 Poblacion District IX, Burauen, Leyte  


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[hrmdo.evsubc@gmail.com](mailto:hrmdo.evsubc@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**