

Republic of the Philippines
EASTERN VISAYAS STATE UNIVERSITY
CARIGARA CAMPUS
Carigara, Leyte
Request for Publication of Vacant Positions



To: **DIR. PHARIDA Q. AURELIA**
Director II, CSC Leyte Field Office
Tacloban City

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Eastern Visayas State University-Carigara Campus in the CSC website:

PETRONILA D. TILA-ON, Ph.D.
Campus Director

Date: January 7, 2020

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	ADMINISTRATIVE AIDE III	EVSU-ADA3-22-2015	3	₱ 12,466.00	Completion of two-year studies in college	None Required	None Required	First Level Eligibility/CS Subprofessional	
2									
3									

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 January 13, 2020 go

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.

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


DR. PETRONILA D. TILA-ON

Campus Director

EVSU Carigara Campus, Carigara, Leyte

evsu_carigara@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.