

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:

*ESTER M. ESLIRA, Ed.D.*  
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HRMO

Date: February 4, 2021

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 II (Clerical)	EVSUB-ADOF2-21-2009	11	₱ 23,877.00	Bachelor's degree relevant to the job	None Required	None Required	CS Professional/ Second Level Eligibility		EVSU CARIGARA CAMPUS
2	ADMINISTRATIVE AIDE III (Clerical)	EVSUB-ADA3-22-2015	3	₱ 13,572.00	Bachelor's degree	None Required	None Required	First Level Eligibilities/CS Subprofessional		EVSU CARIGARA CAMPUS
3	SECURITY GUARD I	EVSUB-SECG1-90-2004	3	₱ 13,572.00	High School Graduate	None Required	None Required	Security Guard License (MC 11, s.-Cat. II)		EVSU CARIGARA CAMPUS
4	WATCHMAN I	EVSUB-WCHM1-93-2004	2	₱ 12,790.00	Elementary Graduate	None Required	None Required	None required (MC 11, s. 96 - Cat. III)		EVSU CARIGARA CAMPUS
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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 **August 30, 2021**.

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](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 Transcript of Records.

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

**DOMINADOR O. AGUIRRE JR., DM**

University President

Eastern Visayas State University - Tacloban City

[president@evsu.edu.ph](mailto:president@evsu.edu.ph)

Thru

**HERMINIGILDO S. BADION, Ed.D.**

Campus Director

EVSU - Carigara Campus, Carigara, Leyte

[carigara.campus@evsu.edu.ph](mailto:carigara.campus@evsu.edu.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.