

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:


HONEY LEE F. CADAVIS, MM
HRMO

Date: July 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	BOARD SECRETARY V	EVSUB-BS5-46-2023	24	90,078.00	Bachelor's Degree, preferably with Master's Degree	preferably with relevant training in any of the following: supervisory, management/ minutes and resolution drafting/ completed staff work and other related discipline	preferably with 2 years of experience in any or a combination of the following: supervision, management, completed staff work, minutes and resolution writing.	CSC Professional/Second Level Eligibility	N/A	EVSU MAIN (Office of the University Board Secretary)
2	ATTORNEY IV	EVSUB-ATY4-19-2023	23	80,003.00	Bachelor of Laws/Juris Doctor	8 hours relevant training	2 years relevant experience	RA 1080 (BAR)	N/A	EVSU MAIN (Legal Unit)
3	EXECUTIVE ASSISTANT III	EVSUB-EXA3-11-2023	20	57,347.00	Bachelor's Degree	preferably with relevant training in any of the following: technical writing, quality management, administrative rules, completed staff work and other related discipline	preferably 2 years of experience in any or a combination of the following: executive assistance, technical writing and supervision.	preferably with CSC Professional/Second Level Eligibility	N/A	EVSU MAIN CAMPUS (Office of the University President)

4	ACCOUNTANT III	EVSUB-A3-11-2023	19	51,357.00	BS Accountancy/BSC-Accounting/ BSBA-Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080 (CPA)	N/A	EVSU MAIN CAMPUS (Accounting Unit)
5	PLANNING OFFICER III	EVSUB-PLO3-17-2023	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	EVSU MAIN CAMPUS (Planning Unit)
6	ADMINISTRATIVE OFFICER V	EVSUB-ADOF5-11-2023	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	EVSU MAIN CAMPUS (General Services)
7	ADMINISTRATIVE OFFICER V	EVSUB-ADOF5-12-2023	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	EVSU MAIN CAMPUS (Procurement)
8	ACCOUNTANT II	EVSUB-A2-10-2023	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	EVSU MAIN CAMPUS (Accounting)
9	PLANNING OFFICER II	EVSUB-PLO2-23-2023	15	36,619.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service Professional/ 2nd level eligibility	N/A	EVSU MAIN CAMPUS (Planning)
10	BOARD SECRETARY I	EVSUB-BS1-45-2023	14	33,843.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service Professional/ 2nd level eligibility	N/A	EVSU MAIN CAMPUS (Office of the University Board Secretary)
11	LEGAL ASSISTANT III	EVSUB-LEA3-18-2023	14	33,843.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	8 hours training relevant to legal work such as legal ethics, legal research and writing, or legal procedure.	1 year experience in legal work such as preparation of pleadings, legal opinions and memoranda or legal research	Career Service Professional/Second level eligibility	N/A	EVSU MAIN CAMPUS (Legal Unit)
12	LEGAL ASSISTANT II	EVSUB-LEAI-16-2023	12	29,165.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours training relevant to legal work such as legal ethics, legal research and writing, or legal procedure.	None required	Career Service Professional/Second level eligibility	N/A	EVSU MAIN CAMPUS (Legal Unit)
13	ACCOUNTANT I	EVSUB-A1-12-2023	12	29,165.00	Bachelor's degree in Accountancy/BSC-BSBA-Accounting	4 hours of relevant training	1 year relevant experience	RA 1080 (CPA)	N/A	EVSU MAIN CAMPUS (Accounting)

14	PLANNING OFFICER I	EVSUB-PLO1-15-2023	11	27,000.00	Bachelor's degree relevant to job	4 hours of relevant training	1 year relevant experience	Career Service Professional/ 2nd level eligibility	N/A	EVSU MAIN CAMPUS (Planning)
15	ADMINISTRATIVE AIDE VI (Clerk III)	EVSUB-ADA6-31-2023	6	17,553.00	Completion of two years studies in College	4 hours of relevant training	1 year relevant experience	Career Service Subprofessional/First level eligibility	N/A	EVSU MAIN CAMPUS (Office of the University Board Secretary)
16	ADMINISTRATIVE AIDE VI (Clerk III)	EVSUB-ADA6-36-2023	6	17,553.00	Completion of two years studies in College	4 hours of relevant training	1 year relevant experience	Career Service Subprofessional/First level eligibility	N/A	EVSU MAIN CAMPUS (Legal Unit)
17	ADMINISTRATIVE AIDE VI (Clerk III)	EVSUB-ADA6-37-2023	6	17,553.00	Completion of two years studies in College	4 hours of relevant training	1 year relevant experience	Career Service Subprofessional/First level eligibility	N/A	EVSU MAIN CAMPUS (Planning)

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 July 21, 2023.

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; with attached **Work Experience Sheet** (as applicable)
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.

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:

DENNIS C. DE PAZ, Ph.D.

University President

Arch. Lino R. Gonzaga Avenue, Tacloban City

recruitment@evsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.