

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: October 16, 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	**ACCOUNTANT I	EVSUB-A1-12-2023	12	29,165.00	Bachelor's degree in Accountancy/BSC-BSBA-Accounting	none required	none required	RA 1080 (CPA)	N/A	EVSU MAIN CAMPUS (Accounting)
2	**PLANNING OFFICER I	EVSUB-PL01-15-2023	11	27,000.00	Bachelor's degree relevant to job	none required	none required	Career Service Professional/ 2nd level eligibility	N/A	EVSU MAIN CAMPUS (Planning)
3	LEGAL ASSISTANT II	EVSUB-LEAII-17-2023	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)

**\*\* Is a republication of the previously published vacancy of EVSU Main Campus dated July 11, 2023. Applicants for these positions in the previous publication need not re-apply.**  
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 **October 27, 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;
4. Photocopy of Transcript of Records; and
5. Photocopy training certificates (if required for the position)

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 indigeneous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

**QUALIFIED APPLICANTS** are advised to hand in **HARD COPY** of their applications and send through email the **SOFT COPY** addressed to:

**DENNIS C. DE PAZ, Ph.D.**

University President

EVSU SALAZAR ST. QUARRY DIST. TACLOBAN CITY

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

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