

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: August 17, 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 AIDE VI (Clerk III)	EVSUB-ADA6-31-2023	6	17,553.00	Completion of two years studies in College	None Required	None Required	Career Service Subprofessional/First level eligibility	N/A	EVSU MAIN CAMPUS (Office of the University Board Secretary)
2	ADMINISTRATIVE AIDE VI (Clerk III)	EVSUB-ADA6-36-2023	6	17,553.00	Completion of two years studies in College	None Required	None Required	Career Service Subprofessional/First level eligibility	N/A	EVSU MAIN CAMPUS (Legal Unit)
3	ADMINISTRATIVE AIDE VI (Clerk III)	EVSUB-ADA6-37-2023	6	17,553.00	Completion of two years studies in College	None Required	None Required	Career Service Subprofessional/First level eligibility	N/A	EVSU MAIN CAMPUS (Planning)

This is a republication of the previously published vacant Admin. Aide VI positions dated July 11, 2023. No need to reapply for those who have already submitted for the said position.
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, 2023**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) with Work Experience Sheet (if applicable) 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.

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 regardless of gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

QUALIFIED APPLICANTS are advised to **send through email** their applications, and addressed to:

DENNIS C. DE PAZ, Ph.D.

University President

EVSU SALAZAR ST. QUARRY DIST. TACLOBAN CITY

recruitment@evsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.