

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:

  
**BEATRICE D. MABITAD, Ed.D.**

**Head, HRMDO EVSU-Ormoc Campus**

Date: March 12, 2024

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 V (Administrative Officer III)	EVSUB-ADOF5-4-2023	18	46,725.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	N/A	Eastern Visayas State University-Ormoc Campus (Administrative Services Office)
2	Administrative Officer III (Cashier II)	EVSUB-ADOF3-8-2023	14	33,843.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	N/A	Eastern Visayas State University-Ormoc Campus (Cashier and Disbursing Office)
3	Administrative Officer IV (Human Resource Management Officer II)	EVSUB-ADOF4-2-2023	15	36,619.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	N/A	Eastern Visayas State University-Ormoc Campus (Human Resource Management Office)
4	Administrative Officer II (Human Resource Management Officer I)	EVSUB-ADOF2-6-2023	11	27,000.00	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility	N/A	Eastern Visayas State University-Ormoc Campus (Human Resource Management Office)
5	Administrative Officer III (Supply Officer II)	EVSUB-ADOF3-7-2023	14	33,843.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	N/A	Eastern Visayas State University-Ormoc Campus (Procurement Office)
6	Administrative Assistant I (Buyer )	EVSUB-ADAS1-6-2023	7	18,620.00	Completion of two-year studies in college	None required	None required	Career Service (Sub-professional)/First Level Eligibility	N/A	Eastern Visayas State University-Ormoc Campus (Procurement Office)
7	Administrative Officer I (Supply Officer I)	EVSUB-ADOF1-5-2023	10	23,176.00	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility	N/A	Eastern Visayas State University-Ormoc Campus (Supply and Property Management Office)
8	Administrative Assistant II (Disbursing Officer II)	EVSUB-ADAS2-1-2023	8	19,744.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/First Level Eligibility	N/A	Eastern Visayas State University-Ormoc Campus (Cashier and Disbursing Office)

9	Administrative Aide IV (Clerk II)	EVSUB-ADA4-9-2023	4	15,586.00	Completion of two-year studies in college	None required	None required	Career Service (Sub-professional)/First Level Eligibility	N/A	Eastern Visayas State University-Ormoc Campus (Administrative Services Office)
10	Administrative Assistant II (Property Custodian)	EVSUB-ADAS2-2-2023	8	19,744.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/First Level Eligibility	N/A	Eastern Visayas State University-Ormoc Campus (Supply and Property Management Office)
11	Administrative Assistant III (Senior Bookkeeper)	EVSUB-ADAS3-4-2023	9	21,129.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/First Level Eligibility	N/A	Eastern Visayas State University-Ormoc Campus (Accounting Office)
12	Administrative Officer IV (Budget Officer II)	EVSUB-ADOF4-3-2023	15	36,619.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	N/A	Eastern Visayas State University-Ormoc Campus (Budget Office)
13	Administrative Assistant II (Budgeting Assistant)	EVSUB-ADAS2-3-2023	8	19,744.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/First Level Eligibility	N/A	Eastern Visayas State University-Ormoc Campus (Budget Office)

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 March 22, 2024.

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.
5. This University highly encourages all interested and qualified applicants and promotes equal employment opportunity, to men and women at all levels of position without discrimination, regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation, to include the members of the indigenous communities and those with diverse sexual orientation, gender identity, and expression (SOGIE).

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

**JEFFRY V. OCAY, Ph.D.**

Director, EVSU-Ormoc Campus

Brgy. Don Felipe Larrazabal, Ormoc City

[hrormoc.evsu@gmail.com](mailto:hrormoc.evsu@gmail.com)

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

**These positions are a republication from the previously published Administrative Officer ,Administrative Assistant, and Administrative Aide positions dated July 25,2023.Previous applicants need not reapply.**