

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: February 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 | Project Development Officer III | EVSUB-PDO3-20-2023 | 18 | 46,725 | 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 (Project Management Office) |
| 2 | Administrative Officer V (Cashier III) | ADOF5-13-2023 | 18 | 46,725 | Bachelor's Degree | 8 hours of relevant training | 2 years of relevant experience | Career Service Professional/ 2nd level eligibility | N/A | EVSU Main Campus (Cash Unit) |
| 3 | Project Development Officer II | EVSUB-PDO2-19-2023 | 15 | 36,619 | Bachelor's Degree relevant to the job | 4 hours relevant training | 1 year relevant experience | Career Service Professional/ 2nd level eligibility | N/A | EVSU Main Campus (Project Management Office) |
| 4 | Administrative Officer III (Cashier II) | ADOF3-17-2023 | 14 | 33,843 | Bachelor's Degree | 4 hours of relevant training | 1 year relevant experience | Career Service Professional/ 2nd level eligibility | N/A | EVSU Main Campus (Cash Unit) |
| 5 | Project Development Officer I | EVSUB-PDO1-1-2023 | 11 | 27,000 | Bachelor's Degree relevant to the job | None Required | None Required | Career Service Professional/ 2nd level eligibility | N/A | EVSU Main Campus (Project Management Office) |
| 6 | Project Development Officer I | EVSUB-PDO1-22-2023 | 11 | 27,000 | Bachelor's Degree relevant to the job | None Required | None Required | Career Service Professional/ 2nd level eligibility | N/A | EVSU Main Campus (Project Management Office) |
| 7 | ***Administrative Officer II (Financial Analyst I) | ADOF2-13-2023 | 11 | 27,000 | Bachelor's Degree relevant to the job | None Required | None Required | Career Service Professional/ 2nd level eligibility | N/A | EVSU Main Campus (Accounting Unit) |

| | | | | | | | | | | |
|----|--|---------------|----|--------|--|---------------------------------|-------------------------------|---|-----|---------------------------------------|
| 8 | ***Administrative Officer II (Financial Analyst I) | ADOF2-14-2023 | 11 | 27,000 | Bachelor's Degree relevant to the job | None Required | None Required | Career Service Professional/ 2nd level eligibility | N/A | EVSU Main Campus (Accounting Unit) |
| 9 | Administrative Officer I (Cashier I) | ADOF1-8-2023 | 10 | 23,176 | Bachelor's Degree | None Required | None Required | Career Service Professional/ 2nd level eligibility | N/A | EVSU Main Campus (Cash Unit) |
| 10 | Administrative Assistant II (Disbursing Officer II) | ADAS2-15-2023 | 8 | 19,744 | 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 (Cash Unit) |
| 11 | Administrative Assistant II (Disbursing Officer II) | ADAS2-16-2023 | 8 | 19,744 | 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 (Cash Unit) |
| 12 | Admin. Assistant II (Property Custodian) | ADAS2-21-2023 | 8 | 19,744 | Completion of two years studies in College | None Required | None Required | Career Service Subprofessional/ First level eligibility | N/A | EVSU Main Campus (SupplyUnit) |

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 **February 23, 2023.**

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet (WES), 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.
5. Photocopy of Training Certificates
6. Photocopy of Certificate of Employment/Service Record (if position applied is requiring Work Experience)

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).

Note:

- 1 *** **These positions are a republication from the previously published Administrative Officer II dated Nov. 11, 2023. Previous applicants need not reapply.**
- 2 For details of **POSITION/JOB DESCRIPTION** please click this link: https://drive.google.com/file/d/1nS7z0V-VdIN08iL6omSAX9vrT2dvQrCM/view?usp=drive_link
- 3 Only the **QUALIFIED APPLICANTS** will be contacted for the next step of the hiring process.

QUALIFIED APPLICANTS are advised to submit **one (1) complete set** of their application documents in **HARD COPY (filed in a folder with proper tabbing)** to the Records Management Office and send through email the scanned/soft copy, 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.

