

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:


RONALD B. MADERA, PhD
CAMPUS DIRECTOR

Date: February 20, 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 III (Supply Officer II)	EVSUB-ADOF3-16-2023	14	33843	Bachelor's Degree	4 hours relevant training (preferably has attended the RA 9184 training)	1 year relevant experience (preferably in procurement office of a government agency)	Career Service Professional / 2nd level eligibility	N/A	EVSU - Tanauan Campus (Procurement Office)

This is a republication of the previously published vacant Administrative Officer III position dated July 12, 2023. Those who have already submitted application need not reapply. 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 1, 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;
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 University highly encourages all interested and qualified applicants and promotes equal employment opportunities to men and women at all levels of positions without discrimination, regardless of age, gender, civil status, persons with disability (PWD), religion, ethnicity, or political affiliations, to include 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:

DENNIS C. DE PAZ, PHD
University President
EVSU - Tanauan Campus
hrmo.tanauan@evsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.