

Republic of the Philippines
EASTERN VISAYAS STATE UNIVERSITY
Request for Publication of Vacant Positions

To: **CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following position occupied by casual appointment of **Eastern Visayas State University - Tanauan Campus** in the CSC website:

MEG ANNE M. VILLERO, M.M.
HRMO Designate

Date: 6/8/2020

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	ADMIN AIDE I (CLERK-CASUAL)		SG 1	11,066.00	Must be able to read and write	None required	None required	None required		EVSU-Tanauan Campus Library

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 **JUNE 30, 2020**.

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.

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

DOMINADOR O. AGUIRRE JR., D.M.
University President
thru: **BENEDICTO T. MILITANTE JR., Ph.D., J.D.**
OIC Campus Director
EVSU Tanauan Campus
Havana St. Brgy. San Miguel, Tanauan, Leyte
hrmo.evsutc@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.