

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 <b>(Parenthetical Title, if applicable)</b>	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-ADOF5-7-2023	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 Dulag (Administrative Services Office)
2	ACCOUNTANT II	EVSUB-A2-8-2023	16	39,672	BS Accountancy/BSC-Accounting/ BSBA-Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (CPA)	N/A	EVSU Dulag (Accounting Office)
3	ADMINISTRATIVE OFFICER IV (Budget Officer II)	EVSUB-ADOF4-7-2023	15	36,619	Bachelor's degree relevant to job	4 hours of relevant training	1 year relevant experience	Career Service Professional/ 2nd level eligibility	N/A	EVSU Dulag (Budget Office)
4	ADMINISTRATIVE OFFICER IV (HRMO II)	EVSUB-ADOF4-8-2023	15	36,619	Bachelor's degree	4 hours of relevant training	1 year relevant experience	Career Service Professional/ 2nd level eligibility	N/A	EVSU Dulag (HRMD Office)
5	ADMINISTRATIVE OFFICER III (Cashier II)	EVSUB-ADOF3-13-2023	14	33,843	Bachelor's degree	4 hours of relevant training	1 year relevant experience	Career Service Professional/ 2nd level eligibility	N/A	EVSU Dulag (Cashier's Office)
6	ADMINISTRATIVE OFFICER III (Supply Officer II)	EVSUB-ADOF3-14-2023	14	33,843	Bachelor's degree	4 hours of 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 Dulag (Procurement Office)
7	ADMINISTRATIVE OFFICER II (HRMO I)	EVSUB-ADOF2-7-2023	11	27,000	Bachelor's degree	None required	None required	Career Service Professional/ 2nd level eligibility	N/A	EVSU Dulag (HRMD Office)

8	ADMINISTRATIVE OFFICER I (Supply Officer I)	EVSUB-ADOF1-6-2023	10	23,176	Bachelor's degree	None required	None required	Career Service Professional/ 2nd level eligibility	N/A	EVSU Dulag (Supply Office)
9	ADMINISTRATIVE OFFICER I (Records Officer I)	EVSUB-ADOF1-7-2023	10	23,176	Bachelor's degree	None required	None required	Career Service Professional/ 2nd level eligibility	N/A	EVSU Dulag (Records Office)
10	ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)	EVSUB-ADAS3-7-2023	9	21,129	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 Dulag (Budget Office)
11	ADMINISTRATIVE ASSISTANT II (Budgeting Assistant)	EVSUB-ADAS2-10-2023	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 Dulag (Budget Office)
12	ADMINISTRATIVE ASSISTANT II (Property Custodian)	EVSUB-ADAS2-11-2023	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 Dulag (Supply Office)
13	ADMINISTRATIVE ASSISTANT II (Disbursing Officer)	EVSUB-ADAS2-12-2023	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 Dulag (Cashier's Office)
14	ADMINISTRATIVE ASSISTANT I (Buyer II)	EVSUB-ADAS1-9-2023	7	18,620	Completion of two-years studies in College	None required	None required	Career Service Subprofessional/ First level eligibility	N/A	EVSU Dulag (Procurement Office)
15	ADMINISTRATIVE AIDE VI (Clerk III)	EVSUB-ADA6-21-2023	6	17,553	Completion of two-years studies in College	None required	None required	Career Service Subprofessional/ First level eligibility	N/A	EVSU Dulag (Office of the Campus Administrator)
16	ADMINISTRATIVE AIDE VI (Clerk III)	EVSUB-ADA6-22-2023	6	17,553	Completion of two-years studies in College	None required	None required	Career Service Subprofessional/ First level eligibility	N/A	EVSU Dulag (Accounting Office)
17	ADMINISTRATIVE AIDE VI (Clerk III)	EVSUB-ADA6-23-2023	6	17,553	Completion of two-years studies in College	None required	None required	Career Service Subprofessional/ First level eligibility	N/A	EVSU Dulag (HRMD Office)
18	ADMINISTRATIVE AIDE VI (Clerk III)	EVSUB-ADA6-24-2023	6	17,553	Completion of two-years studies in College	None required	None required	Career Service Subprofessional/ First level eligibility	N/A	EVSU Dulag (Budget Office)

19	ADMINISTRATIVE AIDE VI (Clerk III)	EVSUB-ADA6-25-2023	6	17,553	Completion of two-years studies in College	None required	None required	Career Service Subprofessional/ First level eligibility	N/A	EVSU Dulag (Cashier's Office)
20	ADMINISTRATIVE AIDE VI (Labor Foreman)	EVSUB-ADA6-26-2023	6	17,553	High School Graduate	None required	None required	None Required (MC No. 10, s. 2013-Cat. III)	N/A	EVSU Dulag (Administrative Services Office)
21	ADMINISTRATIVE AIDE IV (Clerk II)	EVSUB-ADA4-11-2023	4	15,586	Completion of two-years studies in College	None required	None required	Career Service Subprofessional/ First level eligibility	N/A	EVSU Dulag (Office of the Campus Administrator)

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, 2024.**

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](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. 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 indigineous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

**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 **EVSU DULAG CAMPUS** 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

[dc.recruitment@evsu.edu.ph](mailto:dc.recruitment@evsu.edu.ph)

**Note:** Only those **QUALIFIED APPLICANTS** will be contacted for the next step of the hiring process.

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

