


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: **January 10, 2025**

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 **Anticipated vacancy due to retirement	EVSUB-ADOF5-6-2023	18	49,015	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional/Second level eligibility	N/A	EVSU Carigara Campus
2	ADMINISTRATIVE OFFICER IV	EVSUB-ADOF4-1-2013	15	38,413	Bachelor's Degree relevant to the job **preferably in Engineering	4 hours relevant training	1 year relevant experience	Career Service Professional/Second level eligibility	N/A	EVSU Main General Services
3	ADMINISTRATIVE OFFICER IV (Budget Officer II)	EVSUB-ADOF4-4-2023	15	38,413	Bachelor's Degree relevant to the job	4 hours relevant training	1 year relevant experience	Career Service Professional/Second level eligibility	N/A	EVSU Burauen Budget Office
4	INTERNAL AUDITOR II	EVSUB-IAUD2-20-2023	15	38,413	Bachelor's Degree relevant to the job	4 hours relevant training	1 year of relevant experience	Career Service Professional/Second level eligibility	N/A	EVSU Main Campus
5	INTERNAL AUDITOR I	EVSUB-IAUD1-17-2023	11	28,512	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional/Second level eligibility	N/A	EVSU Main Campus
6	INTERNAL AUDITOR I	EVSUB-IAUD1-18-2023	11	28,512	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional/Second level eligibility	N/A	EVSU Main Campus

7	ADMINISTRATIVE ASSISTANT II (Mason Foreman)	EVSUB-ADAS2-17-2023	8	20,534	Completion of two years studies in college or High School Graduate with relevant vocational trade course	4 hours relevant training	1 year of relevant experience	None Required (MC 10, s. 2013, Cat. III)	N/A	EVSU Main Gen. Services
8	ADMINISTRATIVE ASSISTANT II (Property Custodian)	EVSUB-ADAS2-5-2023	8	20,534	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 Burauen (Supply Office)
9	ADMINISTRATIVE ASSISTANT II (Property Custodian)	EVSUB-ADAS2-24-2004	8	20,534	Completion of two years studies in college	4 hours relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	EVSU Main Campus (Supply Office)
10	ADMINISTRATIVE ASSISTANT II (Disbursing Officer II)	EVSUB-ADAS2-1-2023	8	20,534	Completion of two years studies in college	4 hours relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	EVSU Ormoc (Cash Unit)
11	ADMINISTRATIVE ASSISTANT I (Buyer I)	EVSUB-ADAS1-3-2007	7	19,365	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	EVSU Main Campus (Procurement)
12	ADMINISTRATIVE AIDE VI (Clerk III)	EVSUB-ADA6-3-2010	6	18,255	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	EVSU Main Campus
13	ADMINISTRATIVE AIDE VI (Clerk III) **Anticipated vacancy due to retirement	EVSUB-ADA6-16-2006	6	18,255	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	EVSU Main Campus
14	ADMINISTRATIVE AIDE VI (Labor Foreman)	EVSUB-ADA6-14-2023	6	18,255	High School Graduate	None Required	None Required	None Required (MC 10, s. 2013, Cat. III)	N/A	EVSU Burauen Campus

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 **January 20, 2025**.

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. Certified photocopy of Performance rating **in the last rating period** (if applicable);
3. Authenticated photocopy of certificate of eligibility/rating/license; and
4. Certified photocopy of Transcript of Records.
5. Certified photocopy of Training Certificates (required for positions requiring Training)
6. Certified photocopy of Certificate of Employment/Service Record (required for *positions 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 specifying the **ITEM Number** and **POSITION Desired** in **HARD COPY (filed in a folder with proper tabbing)** and send **through email the scanned/soft copy** with the file name **(Campus Desired_Position Desired_Applicant's Name)**, addressed to:

DENNIS C. DE PAZ, Ph.D.
University President
Archbishop Lino R. Gonzaga Avenue, Tacloban City

- Note:**
- 1. External Campus Applicants must submit their **HARD copy** applications **directly** to the External Campus desired. For Main Campus Applicants, submit through the Records office of EVSU Main Campus.
 - 2. Soft copy application documents, please submit to the following:

EVSU Main Campus	evsumain.recruitment@evsu.edu.ph
EVSU Carigara Campus	hrmo.evsucc@gmail.com
EVSU Ormoc Campus	hrormoc.evsu@gmail.com
EVSU Burauen Campus	hrmdo.evsubc@gmail.com
 - 2. Only those QUALIFIED APPLICANTS will be contacted for the next step of the hiring process.
 - 3. Qualified next-in-rank are automotically notified as candidates for the position.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.