

Place of Assignment :	VSU MAIN
Position Title :	Administrative Aide IV (Clerk II)
Plantilla Item No. :	ADA4-110-2004
Salary/Job/Pay Grade :	4
Monthly Salary :	Php 16,833.00
Eligibility :	Career Service (Subprofessional) First Level Eligibility
Education :	Completion of two years studies in college
Training :	None required
Work Experience :	None required
Competency :	Core: 1. Exemplifying Integrity and Professionalism - Level-2 2. Delivering Service Excellence - Level-2 3. Communication Savy - Level-2 4. Interpersonal relationship management - Level-2 5. Change Adaptation - Level-2 6. Gender-responsive management - Level-1 Functional: 1. Administrative Services Management- Level- 1 2. Critical Thinking and Problem Solving - Level - 1 3. Documents and Records Management- Level - 1 4. Use of Information and Communications Technology (ICT)- Level- 1 5. Process Improvement - Level -1 6. Facilitation - Level 1 7. Filipino Values Restoration - Level 1 8. Risk Management and Hazards Analysis - Level 1 9. Occupational Health and Safety Management - Level 1

Instructions/Remarks :

Interested and qualified applicants should signify their interest in writing or online application through the Human Resource Information System (HRIS) at jobs.vsu.edu.ph not later than July 07, 2025. Applicants must also upload the following required documents.

Documents:

1. Application letter
2. Fully accomplished Personal Data Sheet (PDS)/Curriculum Vitae/ with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
3. Photocopy of Diploma and Transcript of Records;
4. Photocopy of certificate of eligibility/rating/license;
5. Photocopy of performance reting in the last rating period (if applicable);
6. Photocopy of training certificates;
7. Photocopy of certificate of employment (if applicable) and
8. VSU encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination

regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation 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:

HONEY SOFIA V. COLIS

Director, HRMD

VSU, Baybay City, Leyte

jobs.vsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : June 27, 2025

Closing Date : July 07, 2025