

Republic of the Philippines  
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 Visayas State University, Baybay, Leyte in the CSC website:

LOURDES B. CANO

HRMO

October 16, 2020

| N<br>o.<br>Position Title<br>(Parental/child Title,<br>if applicable) | Plantilla Item<br>No. | Salary/<br>Job Pay<br>Grade | Monthly<br>Salary | Qualification Standards                           |                  |                  |                  | Place<br>of<br>Assignment |
|---|-----------------------|-----------------------------|-------------------|---|------------------|------------------|------------------|---------------------------|
|   |                       |                             |                   | Education   | Training         | Exp.             | Elig.            |                           |
| Admin. Aide VI<br>(Clerk III)   | ADAG-103-2004         | 6                           | 15,524            | Completion of<br>2 years<br>studies in<br>college | None<br>required | None<br>required | None<br>required | VSU<br>Main               |

Since the university is already ISO certified, the university needs clerical staff with experience in ISO assessment/audit or as deputy Document Records Controller. Applicant who possesses this experience shall be given preference in hiring.

Interested and qualified applicants should signify their interest by applying online at [jobs.vsu.edu.ph](http://jobs.vsu.edu.ph) not later than October 26, 2020. Diverse applicants are encouraged to apply. Please attach the following documents to your application:

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](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

Walk-in applications or applications through email shall not be entertained.

Qualified next in rank are automatically considered prospective applicants and will be given preference in the final decision for hiring.  
APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED AND ARE AUTOMATICALLY CONSIDERED AS DISQUALIFIED.

LOURDES B. CANO

Director, ODA/HRM

[jobs.vsu.edu.ph](http://jobs.vsu.edu.ph)