

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 in the CSC website:

  
**HONEY SOFIA V. COLIS**  
HRMD

Date: **June 4, 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 Aide VI (Clerk III)	ADA6-83- 2004	6	18957	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	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. Human Resource Management and Development - Level 1 2. Administrative Service Management - Level 1 3. Critical Thinking and Problem Solving - Level 1 4. Documents and Record Management - Level 1 5. Report Writing - Level 1 6. Process Improvement - Level 1 7. Waste Management - Level 1	VSU MAIN (HRMD)

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](http://jobs.vsu.edu.ph) not later than **June 15, 2025**. Applicants must also upload the following required 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](http://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 encouraged to submit via online through [jobs.vsu.edu.ph](http://jobs.vsu.edu.ph)**

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

**HONEY SOFIA V. COLIS**  
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Director, HRMD  
\_\_\_\_\_  
VSU, Baybay City, Leyte  
\_\_\_\_\_  
[jobs.vsu.edu.ph](http://jobs.vsu.edu.ph)  
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**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**