

*Electronic copy to be submitted to the CSC FO must be in MS Excel format*

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  
HRMO

Date: May 2, 2024

[illegible]

|   |   |               |   |       |  |                              |                            |  |  |                          |
|---|---|---------------|---|-------|--|------------------------------|----------------------------|--|--|--------------------------|
| 3 | Administrative Assistant II (Budgeting Assistant) | ADAS2-80-2023 | 8 | 19744 | Completion of 2 years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service Subprofessional / First Level Eligibility | Core:<br>1. Exemplifying Integrity and Professionalism - Level 2<br>2. Delivering Service Excellence - Level 2<br>3. Communication Savvy - Level 2<br>4. Interpersonal relationship management - Level 2<br>5. Change Adaptation- Level 2<br>6. Gender-responsive management - Level 1<br><br>Functional:<br>1. Administrative Services Management- Level 1<br>2. Documents and Records Management- Level 1<br>3. Critical Thinking and Problem Solving - Level 1<br>4. Use of Information and Communications Technology (ICT)- Level 1<br>5. Facilitation - Level 2<br>6. Accounting Management- Level 1<br>7. Fiscal Management - Level 1<br>8. Process Management - Level 1 | VSU MAIN (Budget Office) |
|---|---|---------------|---|-------|--|------------------------------|----------------------------|--|--|--------------------------|

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 May 13, 2024.

- 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 last rating period** (if applicable);
- 3. Photocopy of certificate of eligibility/rating/license; and
- 4. Photocopy of Transcript of Records.
- 5. Certificate of Employment or Service Record for external applicants.
- 6. This office highly 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).

**This is a re-publication of the vacancy, thus, those who already filed their applications earlier are considered as applicants and need not to apply.**

**Qualified applicants are encouraged to submit via online through [jobs.vsu.edu.ph](http://jobs.vsu.edu.ph)**

**Qualified next-in-rank staff are automatically considered as candidates for the position.**

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

HONEY SOFIA V. COLIS

Director, HRMO

VSU, Baybay City, Leyte

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

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