Electronic copy to be submitted to the CSC FO

must be in MS Excel format

## **VISAYAS STATE UNIVERSITY** Republic of the Philippines

## 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

Plantilla Item    Salary    Moorthly   Education   Training   Exp.   Elip.   Competency   (if applicable)	A A	No. (Pare	0		
Completion   Com	Admin. Aide VI (Clerk III)	(Parenthetical Title, if applicable)	sition Title		
Morehy  Education  Training  Exp.  Elig.  Cure:  Cumpletion  None  Completion  None  Completion  None  Figit_level  Eligibility  Eligibility  College  CS (Subprofe  First_level  First_level  First_level  Eligibility  Liministrative salviers and standards of public effice. Level-2  3. Communications say. Effectively allowers measurage that simply focus on facts or information. Level-2  4. Interpressional relationship management - Effectively communications among principles, values, and standards of public effice. Level-2  3. Communications say. Effectively and Professionalism - demanstrates high standards of service delivery for customers satisfaction. Level-2  4. Interpressional relationship management - Effectively professional behaviour, adhering to ethical as well as amore principles, values, and standards of public effice. Level-2  5. Champic Adapticion - Works effectively professional behaviour of the professional behaviour and standards of service delivery for customers and clients, and work.  CS (Subprofe solutions)  6. Cas (Subprofe sol	ADA6- 94-2004	Plantilla Item No.			
Date:  Qualification Standards    Competency   HANGO	თ	Job/ Pay Grade	Caland		
Date:  Qualification Standards    Competency   (If applicable)	15,524	Monthly Salary			
Date:  Qualification Standards    Competency   (if applicable)	Completion of 2 years studies in college	Education			
Date:  Qualification Standards  Elig.  Competency (if applicable)  Lempilifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to ethical as well as more principles, values, and standards of public office. Level-2  Lemmunication Sary - Effectively delivers messages that simply focus on facts or information. Level-2  Lemmunication Sary - Effectively delivers messages that simply focus on facts or information. Level-2  Lemmunication Sary - Effectively delivers messages that simply focus on facts or information. Level-2  Lemelina - Level-2  Lemelina - Level-2  Lemelina - Level-2  Level-2  Lemelina - Level-2  Level-3  Level-4  Level-4  Level-4  Level-4  Level-4  Level-4  Level-5  Level-5  Level-6  Level-7  Level-7  Level-7  Level-7  Level-8  Level-1  Level-9  Level-9  Level-9  Level-1  Level-1	None	Training			
Competency (if applicable)  Core:  Competency (if applicable)  Core:  Lexemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to ethical as well as morel principles, values, and standards of public office. Level-2  Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction. Level-2  Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction. Level-2  Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction. Level-2  Communication Sany - Effectively delivers messages that simply focus on facts or information. Level-2  Communication Sany - Effectively with a variety of people and situations and adapts one's thinking, behaviour and style well in a team to achieve results. Level-2  S. Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change. Level-2  S. Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change. Level-1  Functional:  Later - Level-1  Later - Level-1  Communications and Excended Management - Develops programs and projects, and mobilizes and manager resources, both material and issues, Level-1  Concurrents and Records Management - Services and appropriate strandards related to the crifterent offices/colleges/departments/centers in particular. Level-1  Competency of technologies and achieve adequate and proper documentation of government policies, transactions and effective management of the university which are conducted to achieve adequate and proper documentation of government policies, transactions and effective delivery of technology to arrive at sound decisions in eleanness of the unit, that will result to efficient and effective delivery of services by app	None	Exp.			
LOURDES B. CANO  HRMO  JUNE 18, 2020  Qualification Standards  Competency (if applicable)  Competency (if applicable)  Qualification Standards of public office. Level-2  repring Service Excellence - Completes with VSU's established standards of professional behaviour, adhering to ethical as well as principles, values, and standards of public office. Level-2  repring Service Excellence - Complete with VSU's established standards of service delivery for customer satisfaction. Level-2  represent a achieve results. Level-2  represent relationship management - Effectively communicates and interacts with colleagues, customer satisfaction. Level-2  represent responsive management - Promotes gender equality and women empowerment to address gender-related problems and der-responsive management - Promotes gender equality and women empowerment to address gender-related problems and scheles feetively to they achieve the set objectives and targets of the university in general and of the different scaleges/departments/centers in particular, Level-1  scaleges/departments/centers in particular, Level-1  suments and Records Management - Applies and adapts records management standards related to the cycle of records in the stronges/departments/centers in particular, Level-1  scaleges/departments/centers adequate and proper documentation of government sendences to the control of technology (ICT) - Implements the effective identification, selection, acquisition, development, tion, and protection of technologies. In accordance with the mandate of the unit, that will result us efficient and effective delivery of the Management - Implements and ensures to the factive waste sagregation, collection, disposal through stakeholders' awareness and measures to the effective addresses and becomes to national and delivery and the stakeholder of the unit, the stakeholder of the unit of the control of the unit of the addresses and the stakeholder's awareness and the stakeholder's addresses and the stakeholder's awareness to the control of the c	CS (Subprofe ssional) First Level Eligibility	Elig.		Date:	
Place of Assig ment	principles, values, and standards of public office. Level-2 ivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction. Level-2 innunication Savy - Effectively delivers messages that simply focus on facts or information; Level-2 inspersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work a temm to achieve results. Level-2 in a team to achieve results. Level-2 instrative Services Management - Promotes gender equality and women empowerment to address gender-related problems and onal: inistrative Services Management - Promotes gender equality and women empowerment to address gender-related problems and structurely achieve the set objectives and targets of the university in general and of the different scaleges departments; centers in particular, Level-1 inistrative Services Management - Applies and adapts records management standards related to the cycle of records in the university operations. Level-1 incords and Records Management - Applies and adapts records management standards related to the cycle of records in the "sity which are conducted to achieve adequate and proper documentation of government policies, transactions and effective genent of the university operations. Level-1 in the problems and problems and adapts records management standards related to the cycle of records in the "sity which are conducted to achieve adequate and proper documentation of government policies, transactions and effective delivery of zers by ensuring responsiveness to the needs of stakeholder. Level-1 in the problems and problems and accordance with the mandate of the unit, that will result to efficient and effective delivery of zers by ensuring and problems and accordance with the mandate of the unit, that will result to efficient and effective delivery of zers by ensuring and problems and accordance with the problems and adapts records and interprets to applying appropriate strategies and dology to arri	npetency (if applicable)		HRMO June 18, 2020	LOURDES B. CANO

or the VSU main campus in support of the BAC and the Proceurement Office. The position's official station is at VSU Manila Office at 8 Lourdes St., Pasay City without free housing. Aside from office work, incumbent will also do liaisoning works in various offices in Metro Manila and procurement related functions

nterested and qualified applicants should signify their interest in writing. Diverse applicants are encouraged to apply. Attach the following documents to the application letter and send to the address below not later than June 28. 2020

- 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;
- Performance rating in the present position for one (I) year (if applicable):
   Photocopy of certificate of eligibility/rating/license: and
   Photocopy of certificate of eligibility/rating/license: and Photocopy of Iranscript of Records.

DUE TO OPERATIONALIZATION OF THE VSU HRIS, QUALIFIED APPLICANTS ARE ADVISED TO APPLY ONLINE AT jobs.vsu.edu.ph Only. Malified next in rank will be given preference.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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