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 Company of the following vacant positions, which are authorized to be filled, at the VISAYAS STATE UNIVERSITY in the Company of the following vacant positions, which are authorized to be filled, at the VISAYAS STATE UNIVERSITY in the Company of the following vacant positions are authorized to be filled, at the VISAYAS STATE UNIVERSITY in the Company of the following vacant positions are authorized to be filled, at the VISAYAS STATE UNIVERSITY in the Company of the following vacant positions are authorized to be filled, at the VISAYAS STATE UNIVERSITY in the Company of the following vacant positions are authorized to be filled, at the VISAYAS STATE UNIVERSITY in the Company of the following vacant positions are authorized to be filled, at the VISAYAS STATE UNIVERSITY in the Company of the following vacant positions are also be also be also be also be at the vacant position of the following vacant positions are also be at the vacant position of the following vacant positions are also be at the vacant position of the following vacant positions are also be at the vacant position of the following vacant position of the following vacant position of the va	SC website:
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	HONEY SOFIA V. COLIS	
	HRMO	
Date:	August 16, 2024	

	Position Title		Salary/					Qualification St	tandards	DI
No.	(Parenthetical Title, if applicable)	Plantilla Item No.	Job/ Pay Grade	Monthly Salary	Education	Tràining	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1										
2										

- 1		ADA6- 90-2004	10	18255	Completion of two	None required	None required	Career Service	Core:	VSU MAIN
	Aide VI				years studies in			(Subprofessional)		(Accounting
	(Clerk III)				college			First Level Eligibility	2. Delivering Service Excellence - Level-2	Office)
									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	
		100 200							2. Critical Thinking and Problem Solving - Level - 1	
									3. Documents and Records Management- Level - 1	
									4. Use of Information and Communications Technology (ICT)- Level-	
									5. Process Improvement - Level -1	
								Million of page 11	6. Waste Management- Level - 1	

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 August 27, 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;
- 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).

Qualified applicants are encouraged to submit via online through 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	

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.