## 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:	110' 0	
	Homes	
	HONEY SOFIA V. COLIS	

HONEY SOFIA V. COLIS
HRMO

Date: November 23, 2023

	Position Title		Salary/					Qualification Sta	andards	Disease
No.	(Parenthetical Title, if applicable)	Plantilla Item No.	Job/ Pay Grade	Monthly Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Internal Auditor II	IAUD2-14-2023	15	36619	Bachelor's degree relevant to the job (such as Internal Auditing, Laws, Accounting, Public Admin, Information Technology, Computer Science and other allied disciplines)	relevant training	1 year of relevant experience (Preferably in internal auditing in government agency)	Career Service (Professional) / Second 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. Administrative Services Management - Level- 2 2. Accounting Management - Level- 2 3. Facilitation - Level- 3 4. Fiscal Management - Level- 3 5. Critical Thinking and Problem Solving - Level - 2 6. Use of Information and Communications Technology (ICT)-Level- 2 7. Monitoring and Evaluation - Level- 3 8. Process Improvement - Level- 3 9. Report Writing - Level- 2	VSU MAIN (Internal Audit Service Office)

2	Internal Auditor I	IAUD1-12-2023	11	27000	Bachelor's degree relevant to the job (such as Internal Auditing, Laws, Accounting, Public Admin, Information Technology, Computer Science and other allied disciplines)	None Required	None Required		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. Administrative Services Management- Level- 2 2. Accounting Management- Level- 2 3. Facilitation - Level- 3 4. Fiscal Management - Level- 3 5. Critical Thinking and Problem Solving - Level - 2 6. Use of Information and Communications Technology (ICT)-Level- 2 7. Monitoring and Evaluation - Level- 3 8. Report Writing - Level- 2	VSU MAIN (Internal Audit Service Office)
3	Internal Auditor I	IAUD1-13-2023	11	27000	Bachelor's degree relevant to the job (such as Internal Auditing, Laws, Accounting, Public Admin, Information Technology, Computer Science and other allied disciplines)	None Required	None Required	Second 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. Administrative Services Management- 2. Accounting Management- Level- 2 3. Facilitation - Level- 3 4. Fiscal Management - Level- 3 5. Critical Thinking and Problem Solving - Level - 2 6. Use of Information and Communications Technology (ICT)-Level- 2 7. Monitoring and Evaluation - Level- 3 8. Report Writing - Level- 2	VSU MAIN (Internal Audit Service Office)

4	Administrative	ADOF3-43-2023	14	33843	Bachelor's Degree	4 hours of	1 year of	Career Service	Core:	VSU MAIN (Casi
	Officer III	7.2010-10-2020	''		_		relevant	(Professional) /	Exemplifying integrity and Professionalism - Level-2	Office)
	(Cashier II)				1	(Preferably in	experience	Second Level	2. Delivering Service Excellence - Level-2	
l	(Casiner ii)		ŀ		1	Cash	(Preferably in	£ligibility	3. Communication Savy - Level-2	
1				ļ		Administration)	Cash		4. Interpersonal relationship management - Level-2	
					-	Administrations	Administration)		5. Change Adaptation - Level-2	
1	•		ŀ				Administration		6. Gender-responsive management - Level-1	
									d. Cender-responsive management - Lever-r	
ł	ŀ	1						Ť	Functional:	
									1. Administrative Services Management- Level- 2	
									2. Accounting Management - Level - 2	
			ĺ						3. Critical Thinking and Problem-Solving- Level - 2	
			l						4. Fiscal Management - Level - 3	
1									5. Use of Information and Communications Technology (ICT)-	
1			ł						Level- 2	
									6. Monitoring and Evaluation - Level - 3	
	1		ŀ						_	
ŀ			ļ						7. Report Writing - Level - 2	}
									8. Peer Mentoring - Level 2	
5	Administrative	ADOF4-35-2023	15	36619	Bachelor's Degree	4 hours relevant	1 year of	Career Service	Core:	VSU MAIN
	T .									
	Officer IV		ļ			training	reievant	(Professional)	1. Exemplifying Integrity and Professionalism - Level-2	(HRMO)
	Officer IV (Human						relevant experience	(Professional) Second Level	Exemplifying Integrity and Professionalism - Level-2     Delivering Service Excellence - Level-2	(HRMO)
	(Human					(preferably on	experience	Second Level		(HRMO)
	(Human Resource				}	(preferably on CSC-organized	experience (preferably in HR	Second Level	2. Delivering Service Excellence - Level-2 3. Communication Savy - Level-2	(HRMO)
	(Human Resource Management				}	(preferably on	experience	Second Level	2. Delivering Service Excellence - Level-2	(HRMO)
	(Human Resource				}	(preferably on CSC-organized	experience (preferably in HR Management	Second Level	2. Delivering Service Excellence - Level-2 3. Communication Savy - Level-2 4. Interpersonal relationship management -Level-2	(HRMO)
	(Human Resource Management				}	(preferably on CSC-organized	experience (preferably in HR Management	Second Level	Delivering Service Excellence - Level-2     Communication Savy - Level-2     Interpersonal relationship management -Level-2     Change Adaptation - Level-2     Gender-responsive management - Level-2	(HRMO)
	(Human Resource Management				}	(preferably on CSC-organized	experience (preferably in HR Management	Second Level	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-2 Functional:	(HRMO)
	(Human Resource Management				}	(preferably on CSC-organized	experience (preferably in HR Management	Second Level	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-2 Functional: 1. Administrative Services Management - Level-2	(HRMO)
	(Human Resource Management				}	(preferably on CSC-organized	experience (preferably in HR Management	Second Level	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-2 Functional: 1. Administrative Services Management - Level-2 2. Critical Thinking and Problem Solving - Level 2	(HRMO)
	(Human Resource Management				}	(preferably on CSC-organized	experience (preferably in HR Management	Second Level	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-2 Functional: 1. Administrative Services Management - Level-2 2. Critical Thinking and Problem Solving - Level 2 3. Documents and Records Management - Level - 3	(HRMO)
	(Human Resource Management				}	(preferably on CSC-organized	experience (preferably in HR Management	Second Level	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-2 Functional: 1. Administrative Services Management - Level-2 2. Critical Thinking and Problem Solving - Level 2 3. Documents and Records Management - Level - 3 4. Use of Information and Communications Technology (ICT)-	(HRMO)
	(Human Resource Management				}	(preferably on CSC-organized	experience (preferably in HR Management	Second Level	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-2  Functional: 1. Administrative Services Management - Level-2 2. Critical Thinking and Problem Solving - Level 2 3. Documents and Records Management - Level - 3 4. Use of Information and Communications Technology (ICT)-Level-2	(HRMO)
	(Human Resource Management				}	(preferably on CSC-organized	experience (preferably in HR Management	Second Level	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-2 Functional: 1. Administrative Services Management- Level-2 2. Critical Thinking and Problem Solving - Level 2 3. Documents and Records Management- Level - 3 4. Use of Information and Communications Technology (ICT)-Level-2 5. Process Management - Level -3	(HRMO)
	(Human Resource Management				}	(preferably on CSC-organized	experience (preferably in HR Management	Second Level	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-2 Functional: 1. Administrative Services Management- Level-2 2. Critical Thinking and Problem Solving - Level 2 3. Documents and Records Management- Level - 3 4. Use of Information and Communications Technology (ICT)-Level-2 5. Process Management - Level - 3 6. Report Writing - Level 2	(HRMO)
	(Human Resource Management				}	(preferably on CSC-organized	experience (preferably in HR Management	Second Level	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-2 Functional: 1. Administrative Services Management- Level-2 2. Critical Thinking and Problem Solving - Level 2 3. Documents and Records Management- Level - 3 4. Use of Information and Communications Technology (ICT)-Level-2 5. Process Management - Level - 3 6. Report Writing - Level 2 7. Monitoring and Evaluation - Level-3	(HRMO)
	(Human Resource Management				}	(preferably on CSC-organized	experience (preferably in HR Management	Second Level	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-2 Functional: 1. Administrative Services Management - Level-2 2. Critical Thinking and Problem Solving - Level 2 3. Documents and Records Management - Level - 3 4. Use of Information and Communications Technology (ICT)-Level-2 5. Process Management - Level - 3 6. Report Writing - Level 2 7. Monitoring and Evaluation - Level-3 8. Human Resource Management and Development - Level 3	(HRMO)
	(Human Resource Management				}	(preferably on CSC-organized	experience (preferably in HR Management	Second Level	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-2 Functional: 1. Administrative Services Management- Level-2 2. Critical Thinking and Problem Solving - Level 2 3. Documents and Records Management- Level - 3 4. Use of Information and Communications Technology (ICT)-Level-2 5. Process Management - Level - 3 6. Report Writing - Level 2 7. Monitoring and Evaluation - Level-3	(HRMO)

6	Administrative Aide III (Utility Worker II)	ADA3-198-2004	3	14678	Must be able to read and read	None required	None required	None required (MC 10 s. 2013 - Cat. III)**	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. Administrative Services Management - Level- 1 2. Maintenance Management - Level - 1 3. Risk Management - Level - 1 4. Waste Management - Level - 1	VSU MAIN
7	Farm Worker II	FAWK2- 3-1998	4	15586	Elementary School Graduate	None Required	None Required	None Required (MC 10 s. 2013- Cat III) ***	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. Risk Management - Level-1 2. Maintenance Management - Level - 1 3. Waste Management - Level - 1	VSU MAIN
8	Administrative Assistant III	ADAS3-64-2023	9	21211	Completion of two-year-studies in college	1 year of relevant experience		Career Service (Sub-Professional) 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. Administrative Services Management - Level - 1 2. Critical Thinking and Problem Solving - Level - 1 3. Documents and Records Management - Level - 1 4. Use of Information and Communications Technology (ICT)-Level- 1 5. Facilitation - Level - 1 6. Process Improvement - Level - 1	VSU MAIN (Office of Vice President)

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9 Administrati	ve   ADAS3-65-2023	9	21211	Completion of	1 year of relevant			Core:	VSU MAIN
Assistant III		l			experience	relevant training	•	1. Exemplifying Integrity and Professionalism - Level-2	(Office of Vice
			ł	in college				2. Delivering Service Excellence - Level-2	President)
1 1							Eligibility	3. Communication Savy - Level-2	
	1		ľ					4. Interpersonal relationship management - Level-2	
		1	l					5. Change Adaptation - Level-2	
								6. Gender-responsive management - Level-1	
			ı		ļ.			Functional:	
			İ					1. Administrative Services Management- Level- 1	
		1	ŀ					2. Critical Thinking and Problem Solving - Level - 1	
		1	ŀ					3. Documents and Records Management- Level - 1	1
		ļ	ļ					4. Use of Information and Communications Technology (ICT)-	
		1	į					Level-1	
		İ					1	5. Facilitation - Level - 1	
		1						6. Process Improvement - Level -1	
								7. Monitoring and Evaluation - Level - 1	
								8. Waste Management- Level - 1	
B 1		1	1	1					
40 0	- ADAG2 66 2022		24244	Completion of	1 was of relevant	4 hours of	Comor Sondoo	Com	VCI I MAINI
10 Administrati	ve ADAS3-66-2023	9	21211	Completion of	1 year of relevant			Core:	VSU MAIN
10 Administrati Assistant III	ve ADAS3-66-2023	9	21211	two-year studies	1 -		(Sub-Professional)	1. Exemplifying Integrity and Professionalism - Level-2	(Office of Vice
1	ve ADAS3-66-2023	9	21211	•	1 -		(Sub-Professional) First Level	Exemplifying Integrity and Professionalism - Level-2     Delivering Service Excellence - Level-2	
1	ve ADAS3-66-2023	9	21211	two-year studies	1 -		(Sub-Professional) First Level Eligibility	Exemplifying Integrity and Professionalism - Level-2     Delivering Service Excellence - Level-2     Communication Savy - Level-2	(Office of Vice
1	ve ADAS3-66-2023	9	21211	two-year studies	1 -		(Sub-Professional) First Level Eligibility	Exemplifying Integrity and Professionalism - Level-2     Delivering Service Excellence - Level-2     Communication Savy - Level-2     Interpersonal relationship management - Level-2	(Office of Vice
1	ve ADAS3-66-2023	9	21211	two-year studies	1 -		(Sub-Professional) First Level Eligibility	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	(Office of Vice
1	ve ADAS3-66-2023	9	21211	two-year studies	1 -		(Sub-Professional) First Level Eligibility	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	(Office of Vice
1	ve ADAS3-66-2023	9	21211	two-year studies	1 -		(Sub-Professional) First Level Eligibility	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:	(Office of Vice
1	ve ADAS3-66-2023	9	21211	two-year studies	1 -		(Sub-Professional) First Level Eligibility	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. Administrative Services Management - Level-1	(Office of Vice
1	ve ADAS3-66-2023	9	21211	two-year studies	1 -		(Sub-Professional) First Level Eligibility	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. Administrative Services Management - Level-1 2. Critical Thinking and Problem Solving - Level-1	(Office of Vice
1	ve ADAS3-66-2023	9	21211	two-year studies	1 -		(Sub-Professional) First Level Eligibility	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. Administrative Services Management - Level- 1 2. Critical Thinking and Problem Solving - Level - 1 3. Documents and Records Management - Level - 1	(Office of Vice
1	ve ADAS3-66-2023	9	21211	two-year studies	1 -		(Sub-Professional) First Level Eligibility	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. Administrative Services Management - Level - 1 2. Critical Thinking and Problem Solving - Level - 1 3. Documents and Records Management - Level - 1 4. Use of Information and Communications Technology (ICT)-	(Office of Vice
1	ve ADAS3-66-2023	9	21211	two-year studies	1 -		(Sub-Professional) First Level Eligibility	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. Administrative Services Management - Level - 1 2. Critical Thinking and Problem Solving - Level - 1 3. Documents and Records Management - Level - 1 4. Use of Information and Communications Technology (ICT)-Level-1	(Office of Vice
1	ve ADAS3-66-2023	9	21211	two-year studies	1 -		(Sub-Professional) First Level Eligibility	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. Administrative Services Management - Level - 1 2. Critical Thinking and Problem Solving - Level - 1 3. Documents and Records Management - Level - 1 4. Use of Information and Communications Technology (ICT)-Level-1 5. Facilitation - Level - 1	(Office of Vice
1	ve ADAS3-66-2023	9	21211	two-year studies	1 -		(Sub-Professional) First Level Eligibility	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. Administrative Services Management - Level- 1 2. Critical Thinking and Problem Solving - Level - 1 3. Documents and Records Management - Level - 1 4. Use of Information and Communications Technology (ICT)-Level- 1 5. Facilitation - Level - 1 6. Process Improvement - Level - 1	(Office of Vice
1	ve ADAS3-66-2023	9	21211	two-year studies	1 -		(Sub-Professional) First Level Eligibility	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. Administrative Services Management - Level-1 2. Critical Thinking and Problem Solving - Level-1 3. Documents and Records Management - Level-1 4. Use of Information and Communications Technology (ICT)-Level-1 5. Facilitation - Level-1 6. Process Improvement - Level-1 7. Monitoring and Evaluation - Level-1	(Office of Vice
1	ve ADAS3-66-2023	9	21211	two-year studies	1 -		(Sub-Professional) First Level Eligibility	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. Administrative Services Management - Level- 1 2. Critical Thinking and Problem Solving - Level - 1 3. Documents and Records Management - Level - 1 4. Use of Information and Communications Technology (ICT)-Level- 1 5. Facilitation - Level - 1 6. Process Improvement - Level - 1	(Office of Vice
1	ve ADAS3-66-2023	9	21211	two-year studies	1 -		(Sub-Professional) First Level Eligibility	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. Administrative Services Management - Level-1 2. Critical Thinking and Problem Solving - Level-1 3. Documents and Records Management - Level-1 4. Use of Information and Communications Technology (ICT)-Level-1 5. Facilitation - Level-1 6. Process Improvement - Level-1 7. Monitoring and Evaluation - Level-1	(Office of Vice

11	Administrative Aide VI (Clerk III)	ADA6-119-2023	6	17553	Completion of 2 years studies in college	None required	None required	(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	VSU MAIN (Office of Vice President)
									Functional:  1. Administrative Services Management- Level- 1 2. Critical Thinking and Problem Solving - Level - 1 3. Documents and Records Management- Level - 1 4. Use of Information and Communications Technology (ICT)-Level- 1 5. Process Improvement - Level - 1 6. Waste Management- Level - 1	
12	Administrative Aide VI (Clerk III)	ADA6-120-2023	6	17553	Completion of 2 years studies in college	None required	None required	(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. Administrative Services Management - Level-1 2. Critical Thinking and Problem Solving - Level - 1 3. Documents and Records Management - Level - 1 4. Use of Information and Communications Technology (ICT)-Level-1 5. Process Improvement - Level - 1 6. Waste Management - Level - 1	VSU MAIN (Office of Vice President)

13	Administrative	ADA6-121-2023	6	17553	Completion of 2	None required	None required		Core:	VSU MAIN
	Aide VI (Clerk III)				years studies in			(Subprofessional)	Exemplifying Integrity and Professionalism - Level-2	(Office of Vice
1					college			/First Level	2. Delivering Service Excellence - Level-2	President)
								Eligibility	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	
									2. Critical Thinking and Problem Solving - Level - 1	
									3. Documents and Records Management- Level - 1	
									4. Use of Information and Communications Technology (ICT)-	
								1	Level-1	
									5. Process Improvement - Level -1	
									6. Waste Management- Level - 1	
							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 December 4, 2023.

- 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
iobs.vsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.