

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:

HRMD

Date: **May 15, 2025**

[illegible]

2	Administrative Aide V (Carpenter II)	ADA5-66- 2004	5	17866	Elementary School Graduate	None required	None required	Carpenter (MC 10, s. 2013, Cat II)	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 (DABE)
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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 25, 2025**.

- 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. 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).

Note: This is a re-publication of the vacancy, thus, those who already filed their application are considered applicants and need not apply.
Qualified applicants are encouraged to submit via online through jobs.vsu.edu.ph
Qualified next-in-rank staff are automatically considered as candidate/s for the position.

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

HONEY SOFIA V. COLIS
Director, HRMD
VSU, Baybay City, Leyte
jobs.vsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.