

To: CIVIL SERVICE COMMISSION (CSC)

HONEY SOFIA V. COLIS

Date:

November 15, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	

2	Administrative Assistant III (Senior Bookkeeper)	ADAS3-67-2023	9	21211	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS (Subprofessional) First Level Eligibility	<p>Core:</p> <ol style="list-style-type: none"> 1. Exemplifying Integrity and Professionalism - Level 2 2. Delivering Service Excellence - Level 2 3. Communication Savvy - Level 2 4. Interpersonal relationship management - Level 2 5. Change Adaptation- Level 2 6. Gender-responsive management - Level 1 <p>Functional:</p> <ol style="list-style-type: none"> 1. Administrative Services Management- Level 1 2. Documents and Records Management- Level 1 3. Critical Thinking and Problem Solving - Level 1 4. Use of Information and Communications Technology (ICT)- Level 1 5. Facilitation - Level 2 6. Process Management - Level 1 7. Accounting Management- Level 1 8. Fiscal Management - Level 1 	VSU MAIN (Accounting Office)
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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 November 26, 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. Note: 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).

Applicant for Accountant 1 : with experience in accounting/bookkeeping/fund management/externally funded projects and with training on government accounting or public financial management are given preference to be selected.

Applicant for Senior Bookkeeper : with experience in accounting/bookkeeping and with training on government accounting or public financial management are given preference to be selected.

Qualified applicants are encouraged to submit via online through jobs.vsu.edu.ph

Qualified next in rank are automatically considered as applicants.

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.