

To: CIVIL SERVICE COMMISSION (CSC)

**HONEY SOFIA V. COLIS**

HRMD

Date: July 4, 2025

[illegible]

2	Administrative Assistant III (Computer Operator II)	ADAS3-64- 2023	9	23226	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) Data Encoder (MC 11, s. 96 - Cat. I) First Level Eligibility	<p>Core:</p> <ol style="list-style-type: none"><li>1. Exemplifying Integrity and Professionalism - Level-2</li><li>2. Delivering Service Excellence - Level-2</li><li>3. Communication Savy - Level-2</li><li>4. Interpersonal relationship management - Level-2</li><li>5. Change Adaptation - Level-2</li><li>6. Gender-responsive management - Level-1</li></ol> <p>Functional:</p> <ol style="list-style-type: none"><li>1. Administrative Services Management- Level- 1</li><li>2. Critical Thinking and Problem Solving - Level - 1</li><li>3. Documents and Records Management- Level - 1</li><li>4. Use of Information and Communications Technology (ICT)- Level- 1</li><li>5. Process Improvement - Level -1</li><li>6. Monitoring and Evaluation - Level- 1</li><li>7. Facilitation - Level- 1</li><li>8. Filipino Values Restoration - Level 1</li><li>9. Risk Management and Hazards Analysis - Level 1</li><li>10. Occupational Health and Safety Management - Level 1</li><li>11. Waste Management- Level - 1</li></ol>	VSU MAIN
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Interested and qualified applicants should signify their interest in writing or online application through the Human Resource Information System (HRIS) at [jobs.vsu.edu.ph](http://jobs.vsu.edu.ph) not later than **July 15, 2025**. Applicants must also upload the following required documents.

- 1. Application letter
- 2. Fully accomplished Personal Data Sheet (PDS)/Curriculum Vitae/ with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
- 3. Photocopy of Diploma and Transcript of Records;
- 4. Photocopy of certificate of eligibility/rating/license;
- 5. Photocopy of performance reting in the last rating period (if applicable);
- 6. Photocopy of training certificates;
- 7. Photocopy of certificate of employment (if applicable) and
- 8. 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).

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

<b>HONEY SOFIA V. COLIS</b>
Director, HRMD
VSU, Baybay City, Leyte
<a href="http://jobs.vsu.edu.ph">jobs.vsu.edu.ph</a>

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**