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:	1	
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	HONEY SOEIA V. COLIS	

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	HRMO	
Date:	June 6, 2024	

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

2	Administrative	ADAS1-88-2023	7	18620	Completion of two	None Required	None Required	Career Service	Core:	VSU MAIN
	Assistant I				years studies in			(SubProfessional)	Exemplifying Integrity and Professionalism - Level-2	(Procurement
	(Warehouse				college			First Level Eligibility	2. Delivering Service Excellence - Level-2	Office)
	Inspector)				1882 - July 1	(preferably with	(preferably with		3. Communication Savy - Level-2	
						training on RA	experience on		4. Interpersonal relationship management - Level-2	
						9184-Government	government		5. Change Adaptation - Level-2	
1						Procurement	procurement)		6. Gender-responsive management - Level-1	96
	*					Reform Act)			Functional:	
1									1. Administrative Services Management- Level- 1	
								II.	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				1	
									5. Facilitation - Level - 2	
									6. Process Improvement - 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 June 17, 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.