

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:

Date: February 28, 2024

[illegible]

3	Administrative Assistant II (Property Custodian)	ADAS2-83-2023	8	19744	Completion of two years studies in college	4 hours of relevant training	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 7. Monitoring and Evaluation - Level - 1 8. Waste Management- Level - 1	VSU MAIN (Supply and Property 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 March 10, 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).

The successful candidate will be assigned at the Supply and Property Office, hence, applicant that possess work experience & training on the following are preferred to be hired.

- a. Procurement Law (RA 9184),
- b. Supply and Property Mangement
- c. Disposal & Appraisal of Unserviceable Properties.

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.