

Electronic copy to be submitted to the CSC FO must be in MS Excel format

Republic of the Philippines  
**VISAYAS STATE UNIVERSITY**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication in the CSC Job Portal of the following vacant positions, which are authorized to be filled at the VISAYAS STATE UNIVERSITY:

  
**HONEY SOFIA V. COLIS**  
HRMD  
Date: **November 17, 2025**

| 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/ Area of Specialization/ Residency Requirement (if applicable)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                     |
| 1   | Administrative Aide VI (Clerk III)                  | ADA6-118-2023      | 6                      | 18,957.00      | Completion of 2 years of studies in college (prior to 2018),<br>OR<br>Completion of Grade 12/Senior High School (starting 2016)* | None required | None required | Career Service (Subprofessional) First Level Eligibility | Core:<br>1. Exemplifying Integrity and Professionalism - Level 2<br>2. Delivering Service Excellence - Level 2<br>3. Communication Savy - Level 2<br>4. Interpersonal relationship management - Level 2<br>5. Change Adaptation- Level 2<br>6. Gender-responsive management - Level 1<br><br>Functional:<br>1. Administrative Services Management- Level 1<br>2. Critical Thinking and Problem-Solving- Level 1<br>3. Documents and Records Management- Level 1<br>4. Facilitation- Level 1<br>5. Process Improvement- Level 1<br>6. Report Writing- Level 1 | VSU MAIN            |
|     |                                                     |                    |                        |                |                                                                                                                                  |               |               |                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                     |

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office or online application through the Human Resource Information System (HRIS) at [jobs.vsu.edu.ph](http://jobs.vsu.edu.ph) not later than **November 27, 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 2025) 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:

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

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