


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
HRMO

Date: **September 29, 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	Guidance Counselor III	GUIDC3-4-2000	13	34,421.00	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)	Core: 1. Change Adaptation - Level-2 2. Communication Savvy - Level-2 3. Delivering Service Excellence - Level-2 4. Exemplifying Integrity & Professionalism - Level-2 5. Gender Responsive Management - Level-1 6. Interpersonal Relationship Management- Level-2 Functional: 1. Administrative Services Management- Level-2 2. Critical Thinking and Problem Solving - Level-2 3. Documents and Records Management - Level-3 4. Facilitation - Level-3 5. Filipino Values Restoration - Level-3 6. Health and Wellness Management - Level-3 7. Monitoring and Evaluation - Level-3 8. Peer Mentoring - Level-2 9. Report Writing- Level-2	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 not later than **October 9, 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;
3. Photocopy of Diploma and Transcript of Records;
4. Photocopy of certificate of eligibility/rating/license;
5. Photocopy of performance rating in the last rating period (if applicable);
6. Photocopy of training certificates;
7. Photocopy of certificate of employment (if applicable) and

This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.
This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

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.