

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:


HONEY SOFIA V. COLIS
HRMO

Date: 14-Dec-23

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 (if applicable)	
1	Administrative Officer IV (Budget Officer II)	ADOF4-18-2004	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant training	Career Service (Professional) Second Level Eligibility	<p>Core:</p> <ul style="list-style-type: none">1. Exemplifying Integrity and Professionalism - Level 22. Delivering Service Excellence - Level 23. Communication Savvy - Level 24. Interpersonal relationship management - Level 25. Change Adaptation- Level 26. Gender-responsive management - Level 1 <p>Functional:</p> <ul style="list-style-type: none">1. Administrative Services Management- Level 22. Documents and Records Management- Level 33. Critical Thinking and Problem Solving - Level 24. Use of Information and Communications Technology (ICT)- Level 25. Facilitation - Level 36. Resource Mobilization Management- Level 27. Process Management - Level 38. Accounting Management- Level 29. Fiscal Management - Level 310. Budget Management - Level 2	VSU MAIN (Budget Office)

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 December 25, 2023.

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. Note: 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).

Applicants with work experience and training in bookkeeping, budgeting, fund management and other related financial management functions is/are preferred to be hired.

Qualified applicants are encouraged to submit via online through jobs.vsu.edu.ph

Qualified next in rank are automatically considered as applicant.

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.