

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: **October 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	Administrative Assistant II (Electrical Inspector II)	ADAS2-48-2004	SG-8	21,448.00	High School Graduate (prior to 2016) or Completion of Grade 10/Junior High School (starting 2016) or Completion of relevant vocational/trade courses	4 hours of relevant training	1 year of relevant experience	Electrician (Less than 250 volts) MC 10, s. 2013 - Cat II	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. Consultation and Advising - Level-2 4. Documents and Records Management - Level-1 5. Facilitation - Level-2 6. Filipino Values Restoration - Level-2 7. Maintenance Management t - Level-2 8. Monitoring and Evaluation - Level-2 9. Peer Mentoring - Level-2 10. Report Writing- Level-2 11. Sharing Expertise and Linkaging- 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](http://jobs.vsu.edu.ph) not later than **November 08, 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 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:

<b>HONEY SOFIA V. COLIS</b>
Director, HRMD
VSU, Baybay City, Leyte
<a href="mailto:jobs.vsu.edu.ph">jobs.vsu.edu.ph</a>

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