

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, Baybay, Leyte in the CSC website:

LOURDES B. CANO

HRMO

Date:

26-Nov-20

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assign ment
					Education	Training	Exp.	Elig.	
1									VSU MAIN
	ADMINISTRATIVE AIDE III (Clerk I)	ADA3-186- 2004	3	13,019	Completion of 2 years studies in college	None required	None required	CS (Sub Prof) 1st level elig.	

Interested and qualified applicants should signify their interest by aplying on line at jobs.vsu.edu.ph not later than December 6, 2020. Diverse applicants are encouraged to apply. Please attach the following documents to your application:

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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

This is a re-publication of the vacancy which lapsed due to the pandemic. Thus, those who already filed their applications earlier need not apply but will be included in the ranking. Only new additional applicants will be entertained and included in the screening, evaluation and ranking together with previous applicants.

Walk-in applicants or those whose applications were lodged through email will not be entertained. Applications with incomplete documents shall not be entertained and the applicant shall be considered as not qualified.



LOURDES B. CANO

Director, ODAS/HRM, VSU,Baybay City Leyte

jobs.vsu.edu.ph