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 UNIVE	RSITY in the CSC website:
		HONEY SOFIA V. COLIS
_		HRMO
	Date:	January 24, 2024

			Salary/					Qualification Stan	dards	
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item	Job/ Pay Grade	Monthly Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
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2	Administrative Officer IV (Management and Audit Officer II)	ADOF4-34- 2023	15	36619	4 hours of relévant training	1 year of relevant training	Career Service (Professional) Second Level Eligibility	Core: 1. Exemplifying Integrity and Professionalism - Level 2 2. Delivering Service Excellence - Level 2 3. Communication Savvy - Level 2 4. Interpersonal relationship management - Level 2 5. Change Adaptation- Level 2 6. Gender-responsive management - Level 1 Functional: 1. Administrative Services Management- Level 2 2. Documents and Records Management- Level 3 3. Critical Thinking and Problem Solving - Level 2 4. Use of Information and Communications Technology (ICT)- Level 2 5. Facilitation - Level 3 6. Process Management - Level 3 7. Quality Assurance- Level 2 8. Report Writing - Level 2 9. Monitoring and Evaluation - Level 3 10. Peer Mentoring - Level 2	VSU MAIN (Quality Assurance Office)

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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 February 4, 2024.

- 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).

Qualified applicants are encouraged to submit via online through jobs.vsu.edu.ph Qualified next-in-rank employee are automatically considered as applicant.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

HON	EY SOFIA V. COLIS	5
	Director, HRMO	
VSU	, Baybay City, Leyte	
	jobs.vsu.edu.ph	