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:

	Position Title	Plantilla	Salary/ Job/	Monthly				Qualification S	tandards	Place of
No.	(Parenthetical Title, if applicable)	Item No.	Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Assignment
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3	Administrative Aide	ADA6-103-6	18	3255	Completion of	None	None required	Career Service	Core:	VSU MAIN
	VI	2004	0 12 23		two years	required	The Company of the Company of the Company	(Subprofessional)	1. Exemplifying Integrity and Professionalism - Level-2	(DFST)
	(Clerk III)			,	studies in			First Level	2. Delivering Service Excellence - Level-2	
					college			Eligibility	3. Communication Savy - Level-2	
								2	4. Interpersonal relationship management - Level-2	
									5. Change Adaptation - Level-2	
			1			ĺ	ĺ		6. Gender-responsive management - Level-1	
		1							Functional:	
	l								Administrative Services Management- Level- 1	
									2. Critical Thinking and Problem Solving - Level - 1	
									Documents and Records Management- Level - 1	
									4. Use of Information and Communications Technology	
	ł								(ICT)- Level- 1	
									5. Process Improvement - Level -1	
									6. Waste Management- Level - 1	
							32			
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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 November 28, 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. Certificate of Employment or Service Record for external applicants.
- 6. 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 staff are automatically considered as candidates for the position.

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

ONEY SOFIA V. COLIS
Director, HRMO
SU, Baybay City, Leyte
jobs.vsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.