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:	July 13, 2023	

	Position Title	Plantilla	Salary/	·	Qualification Standards					
No.	(Parenthetical Title, if applicable)	Item No. Pay Salary	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment	

4	Information Systems Analyst II	INFOSA2- 18-2023	16	39672	degree relevant to the job (preferably a graduate of Information Technology and Computer Science or any related courses)	8 hours of relevant training on Data Privacy Act, Systems Analysis and Design, Computer Programming courses of JAVA, MS Access or Visual Basic.	1 year of relevant experience on design, review and evaluation of the implementation of government & academe ICT systems.	ly with EDPSE)	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. Critical Thinking and Problem Solving - Level - 2 3. Documents and Records Management - Level - 3 4. Use of Information and Communications Technology - Level-2 5. Process Management - Level - 3 6. Monitoring and Evaluation - Level-3 7. Peer Mentoring - Level 2 8. Procurement Management- Level 3	VSU MA
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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 July 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. Certificate of Employment or Service Record for external applicants.
- 6. 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 staff are automatically considered as candidates for the position.

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.