

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:

Date: April 25, 2024

[illegible]

2

3

Administrative Aide
III (Clerk I)ADA3-213-
2004

3

14678

Completion of 2
years studies in
collegeNone
requiredNone
requiredCareer Service
(Subprofessional) /
First Level Eligibility

Core:

1. Exemplifying Integrity and Professionalism - Level-2
2. Delivering Service Excellence - Level-2
3. Communication Savy - 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- 1
2. Critical Thinking and Problem Solving - Level - 1
3. Documents and Records Management- Level - 1
4. Use of Information and Communications Technology (ICT)- Level- 1
5. Waste Management- Level - 1

VSU MAIN
(Dean of Student
Office)



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 May 6, 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. 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/s are automatically considered as applicant/s.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:
APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

HONEY SOFIA V. COLIS
Director, HRMO
VSU, Baybay City, Leyte
jobs.vsu.edu.ph