Electronic copy to be submitted to the CSC FO must be in MS Excel format

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:	October 31, 2024					

	Position Title No. (Parenthetical Title, if applicable)		Salary/	Salary/	Qualification Standards								
No.		(Parenthetical	Plantilla Item	Plantilla Item Jol No. Pa	Plantilla Item	ntilla Item Job/	Plantilla Item Job/ No. Pay	Monthly Salary	Education	Training	Experience	Eligibility	Competency (if applicable)
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12	Information Officer I	INFO1-15-	111	28512	Bachelor's degree	None	None	Career Service	Core:	VSU MAIN
-		2023	'			1	P .	(Professional)	Exemplifying Integrity and Professionalism - Level-2	(University
							· '	Second Level	2. Delivering Service Excellence - Level-2	Integrated Media
		İ			(preferably in			Eligibility	3. Communication Savvy - Level-2	Center)
					DevCom, Journalism,		(preferably		4. Interpersonal relationship management - Level-2	
		i	1		Mass		with work		5. Change Adaptation - Level-2	[
					Communication)		experience in		6. Gender-responsive management - Level-1	
]			·		writing news/	!		
							feature		Functional:	
							articles and		Administrative Services Management- Level-2	
							social media		2. Critical Thinking and Problem Solving - Level - 2	
		1					content		3. Documents and Records Management- Level - 3]
							development)		4. Use of Information and Communications Technology -	
		-							Level-2	
									5. Process Management - Level - 3	
-									6. Monitoring and Evaluation - Level-3	
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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 11, 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

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77-0-00-0	Director, HRMO	
	VSU, Baybay City, Leyte	
	jobs.vsu.edu.ph	