

To: CIVIL SERVICE COMMISSION (CSC)

HONEY SOFIA V. COLIS  
HRMO

Date: 20-Mar-24

[illegible]

2	Administrative Assistant III (Computer Operator II)	ADAS3-63-2023	9	21211	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) Data Encoder (MC 11, s. 96-Cat I) First Level Eligibility	<div>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</div> <div>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. Facilitation - Level - 1 6. Process Improvement - Level -1 7. Monitoring and Evaluation - Level - 1 8. Waste Management- Level - 1</div>	VSU MAIN (BOR & University Secretary 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 April 1, 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](http://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.

**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](http://jobs.vsu.edu.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**