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: | |
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| | Hom & |
| HON | EY SOFIA V. COLIS |

HONĖÝ SOFIA V. COLIS
HRMO
Date: 20-Mar-24

| | Position Title | Plantilla Itam | Salary/ | Mandala | Qualification Standards | | | | | | |
|-----|--------------------------------------|----------------|----------------------|-------------------|-------------------------|----------|------------|-------------|------------|-----------------|---------------------|
| No. | (Parenthetical Title, if applicable) | No. | Job/ Pay Grade | Monthly Salary | Education | Training | Experience | Eligibility | Competency | (if applicable) | Place of Assignment |
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| 5 | A desiminate ation | ADAC2 62 | 10 | 124244 | Completion of | 4 hours of | 1 year of relevant | Career Service | Core: | VSU MAIN |
|-----|-------------------------|-----------|----|--------|--------------------|------------|--------------------|-------------------|---|-------------------|
| 2 | Administrative | ADAS3-63- | 9 | 21211 | 1 ' | | , | | | |
| | Assistant III (Computer | 2023 | | 1 | two years studies | _ | experience | ' | Exemplifying Integrity and Professionalism - Level-2 | (BOR & University |
| | Operator II) | | | | in college or High | | | Data Encoder | Delivering Service Excellence - Level-2 | Secretary Office) |
| | | | | ł | School Graduate | | | (MC 11, s. 96-Cat | 3. Communication Savy - Level-2 | |
| - 1 | | ŀ | | ŀ | with relevant | | | l) | 4. Interpersonal relationship management - Level-2 | |
| | | | | | vocational/trade | | | First Level | 5. Change Adaptation - Level-2 | |
| | | | | | course | | | Eligibility | 6. Gender-responsive management - Level-1 | |
| | | | | | | | | | Functional: | |
| 1 | | | 1 | | | | | | Administrative Services Management- Level- 1 | |
| 1 | 1 | | | | 1 | | | | 2. Critical Thinking and Problem Solving - Level - 1 | |
| ı | | | | | | | | | Documents and Records Management- Level - 1 | |
| | | | İ | l | | | | | | |
| | | | | | | | | | 4. Use of Information and Communications Technology (ICT)- Level- | |
| | | | | | | | | | 5. Facilitation - Level - 1 | |
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| | | | | | 1 | | | | 6. Process Improvement - Level -1 | |
| | | | | | | | | | 7. Monitoring and Evaluation - Level - 1 | } |
| | • | ł | | İ | | <u> </u> | | | 8. Waste Management- Level - 1 | |
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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;
- Performance rating in the last rating period (if applicable);
 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 |
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APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.