

To: CIVIL SERVICE COMMISSION (CSC)

HONEY SOFIA V. COLIS
HRMO

Date: February 6, 2024

[illegible]

2	Administrative Officer I (Records Officer I)	ADOF1-55-2023	10	23176	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	<p>Core:</p> <ol style="list-style-type: none">1. Exemplifying Integrity and Professionalism - Level 22. Delivering Service Excellence - Level 23. Communication Savvy - Level 24. Interpersonal relationship management - Level 25. Change Adaptation- Level 26. Gender-responsive management - Level 1 <p>Functional:</p> <ol style="list-style-type: none">1. Administrative Services Management- Level 22. Documents and Records Management- Level 33. Critical Thinking and Problem Solving - Level 24. Use of Information and Communications Technology (ICT)- Level 25. Facilitation - Level 36. Process Management - Level 37. Quality Assurance- Level 28. Report Writing - Level 29. Monitoring and Evaluation - Level 310. Peer Mentoring - Level 2	VSU MAIN (Records and Achives 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 February 17, 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).

The successful candidate will be assigned at the Records and Archives Office, hence, applicant with functional knowledge and skills in the Records Management is preferred to be hired.

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:

HONEY SOFIA V. COLIS

Director, HRMO

VSU, Baybay City, Leyte

jobs.vsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.