

To: CIVIL SERVICE COMMISSION (CSC)

HONEY / SOFIA V. COLIS  
HRMO

Date: January 24, 2024

[illegible]

3	Administrative Officer II (Management and Audit Analyst I)	ADOF2-28-2004	11	27000	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	<p><b>Core:</b></p> <ul style="list-style-type: none"><li>1. Exemplifying Integrity and Professionalism - Level 2</li><li>2. Delivering Service Excellence - Level 2</li><li>3. Communication Savvy - Level 2</li><li>4. Interpersonal relationship management - Level 2</li><li>5. Change Adaptation- Level 2</li><li>6. Gender-responsive management - Level 1</li></ul> <p><b>Functional:</b></p> <ul style="list-style-type: none"><li>1. Administrative Services Management- Level 2</li><li>2. Documents and Records Management- Level 3</li><li>3. Critical Thinking and Problem Solving - Level 2</li><li>4. Use of Information and Communications Technology (ICT)- Level 2</li><li>5. Facilitation - Level 3</li><li>6. Process Management - Level 3</li><li>7. Quality Assurance- Level 2</li><li>8. Monitoring and Evaluation - Level 3</li></ul>	VSU MAIN (Quality Assurance 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 4, 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.
5. 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](http://jobs.vsu.edu.ph)**

**Qualified next-in-rank employee are automatically considered as applicant.**

**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.**