

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: **December 12, 2024**[illegible]

2	Administrative Officer III	ADOF3-44- 2023	14	35434	Bachelor's degree relevant to the job (preferably on engineering and allied fields)	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	<p>Core:</p> <p>1. Exemplifying Integrity and Professionalism - Level 2</p> <p>2. Delivering Service Excellence - Level 2</p> <p>3. Communication Savvy - Level 2</p> <p>4. Interpersonal relationship management - Level 2</p> <p>5. Change Adaptation- Level 2</p> <p>6. Gender-responsive management - Level 1</p> <p>Functional:</p> <p>1. Administrative Services Management - Level 2</p> <p>2. Documents and Records Management - Level 3</p> <p>3. Critical Thinking and Problem Solving - Level 2</p> <p>4. Use of Information and Communications Technology (ICT) - Level 2</p> <p>5. Facilitation - Level 3</p> <p>6. Process Management - Level 3</p> <p>7. Quality Assurance - Level 2</p> <p>8. Report Writing - Level 2</p> <p>9. Monitoring and Evaluation - Level 3</p> <p>10. Peer Mentoring -Level 2</p>	VSU MAIN (Physical Plant 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 **December 22, 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. 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).

For Administrative Officer I and Administrative Officer III: Applicant with work experience on engineering works (such as chemical, industrial, etc.) are preferred to be hired.

Qualified applicants are encouraged to submit via online through jobs.vsu.edu.ph

Qualified next-in-rank staff are automatically considered as candidate/s for the position.

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.