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 UNIV	ERSITY in the CSC website:
,	1800 B
	HONEY SOFIA V. COLIS
	HRMO
Date	e: December 5, 2023

Position Title	1	lab/	Monthly			Qualification Standards					
Title, if applicable)	Plantilla Item No.	Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment		
	(Parenthetical Title, if	(Parenthetical Plantilla Item No.	(Parenthetical Title, if Plantilla Item No. Pay	(Parenthetical Title, if Plantilla Item No. Job/ Pay Salary	(Parenthetical Title, if Plantilla Item No. Pay Salary Education	(Parenthetical Plantilla Item No. Pay Salary Education Training	(Parenthetical Title, if Plantilla Item No. Pay Salary Education Training Experience	Position Title (Parenthetical Title, if Plantilla Item No. Salary/ Job/ Pay Salary Education Training Experience Eligibility	Position Title (Parenthetical Title, if Plantilla Item No. Pay Salary Education Training Experience Eligibility Competency (if applicable)		

	1 1	Administrative Aide VI (Clerk III)	ADA6-119-2023	6	17553	Completion of 2 years studies in college	None required	None required	(Subprofessional) /First Level Eligibility	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 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. Process Improvement - Level-1 6. Waste Management - Level-1	VSU MAIN (Office of Vice President)
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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 16, 2023.

- 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. 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

Qualified next-in-rank staff are automatically considered as candidates for the position.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

HONEY SOFIA V. COL
Director, HRMO
VSU, Baybay City, Leyton
jobs.vsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.