

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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:

Homes
HONEY SOFIA V. COLIS
HRMD

Date: July 31, 2025

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
	Administrative Aide VI (Broadcast Operator I)	ADA6- 108- 2004	6	18957	High School Graduate or Completion of relevant vocational/ trade course	None Required	None Required	Broadcast Operator (MC 10, s. 2013 - Cat. II)	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. Maintenance Management - (Level 1) 7. Waste Management - (Level 1) 8. Filipino Values Restoration - (Level 1) 9. Risk Management - (Level 1) 10. Occupational Health and Safety Management - Level 1)	VSU MAIN (DYDC)

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 **August 9, 2025.**

- 1. Application letter
- 2. Fully accomplished Personal Data Sheet (PDS)/Curriculum Vitae/ with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at
- 3. Photocopy of Diploma and Transcript of Records;
- 4. Photocopy of certificate of eligibility/rating/license;
- 5. Photocopy of performance rating in the last rating period (if applicable);
- 6. Photocopy of training certificates;indigenous communities and those with
- 7. Photocopy of certificate of employment (if applicable) and
- 8. VSU 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 APPLICANTS are advised to hand in or send through courier/email their application to:

HONEY SOFIA V. COLIS

Director, HRMD

VSU, Baybay City, Leyte

jobs.vsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.