

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:

Date: January 5, 2024

[illegible]

2	Administrative Officer V (Administrative Officer III)	ADOF5-26-2023	18	46725	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Core: 1. Exemplifying Integrity and Professionalism - Level-2 2. Delivering Service Excellence - Level-2 3. Communication Savvy - Level-2 4. Interpersonal relationship management -Level-2 5. Change Adaptation - Level-2 6. Gender-responsive management - Level-2 Functional: 1. Administrative Services Management- Level-2 2. Critical Thinking and Problem Solving - Level 2 3. Documents and Records Management- Level - 3 4. Use of Information and Communications Technology- Level-2 5. Process Management- 3 5. Report Writing - Level 2 6. Monitoring and Evaluation - Level-2 7. Resource Mobilization Management- 3 8. Procurement Management- 3 9. Sharing Expertise and Linkaging- 2	VSU MAIN (Procurement 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 January 15, 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).
- Preferred qualifications:
 For Supervising Administrative Officer (Administrative Officer IV): With at least 18 masteral units in management & allied courses , training and work experience on supervisory/management on administrative services.
 For Administrative Officer V (Administrative Officer III): With work experience on actual government procurement process and with supervisory role, trainings on RA 9184 conducted by the Government Procurement Policy Board- Technical Support Office.
- This is a re-publication of the vacancy, thus, those who already filed their applications earlier are considered applicants and not need to apply.**
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. COLIS

 Director, HRMO

 VSU, Baybay City, Leyte

jobs.vsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.