

[illegible]

5	Administrative Officer IV (Human Resource Management Officer II)	ADOF4-35-2023	15	36619	Bachelor's Degree	4 hours relevant training (preferably on CSC-organized HRM trainings)	1 year of relevant experience (preferably in HR Management Work)	Career Service (Professional) Second Level Eligibility	<p>Core:</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 Savy - Level-2</li><li>4. Interpersonal relationship management -Level-2</li><li>5. Change Adaptation - Level-2</li><li>6. Gender-responsive management - Level-2</li></ul> <p>Functional:</p> <ul style="list-style-type: none"><li>1. Administrative Services Management- Level-2</li><li>2. Critical Thinking and Problem Solving - Level 2</li><li>3. Documents and Records Management- Level - 3</li><li>4. Use of Information and Communications Technology (ICT)- Level-2</li><li>5. Process Management - Level -3</li><li>6. Report Writing - Level 2</li><li>7. Monitoring and Evaluation - Level-3</li><li>8. Human Resource Management and Development - Level 3</li><li>9. Resource Mobilization Management- Level 2</li></ul>	VSU MAIN (HRMO)
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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 4, 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](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. 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](http://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](http://jobs.vsu.edu.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**