

To: CIVIL SERVICE COMMISSION (CSC)

**HONEY SOFIA V. COLIS**  
**HRMO**

Date: May 7, 2024

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|   |                                       |                   |   |       |                                                |               |               |                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                          |
|---|---------------------------------------|-------------------|---|-------|------------------------------------------------|---------------|---------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| 5 | Administrative Aide VI<br>(Clerk III) | ADA6-118-<br>2023 | 6 | 17553 | Completion of 2<br>years studies in<br>college | None required | None required | Career Service<br>(Subprofessional) /First<br>Level Eligibility | <p>Core:</p> <ol 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 Savvy - Level 2</li> <li>4. Interpersonal relationship management - Level 2</li> <li>5. Change Adaptation- Level 2</li> <li>6. Gender-responsive management - Level 1</li> </ol> <p>Functional:</p> <ol style="list-style-type: none"> <li>1. Quality Assurance- Level 2</li> <li>2. Critical Thinking and Problem Solving - Level 2</li> <li>3. Use of Information and Communications Technology (ICT)-<br/>Level 2</li> <li>4. Facilitation - Level 3</li> <li>5. Resource Mobilization Management- Level 2</li> <li>6. Process Management - Level 3</li> <li>7. Maintenance Management - Level 3</li> <li>8. Report Writing - Level 2</li> <li>9. Monitoring and Evaluation - Level 3</li> <li>10. Project Management - Level 2</li> </ol> | VSU MAIN<br>(Project<br>Management Unit) |
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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 May 18, 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](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. 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).

Qualified applicants are encouraged to submit via online through [jobs.vsu.edu.ph](http://jobs.vsu.edu.ph).

Qualified next-in-rank employee/s are automatically considered as applicant/s.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:  
APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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|------------------------------------------------------|
| <b>HONEY SOFIA V. COLIS</b>                          |
| Director, HRMO                                       |
| VSU, Baybay City, Leyte                              |
| <a href="http://jobs.vsu.edu.ph">jobs.vsu.edu.ph</a> |