

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:

**HONEY SOFIA V. COLIS**

HRMD

Date: April 14, 2025[illegible]

10	Administrative Assistant III (Computer Operator II)	ADAS3-65-2023	9	23226	Completion of 2 years studies in college or High School Graduate with relevant vocational/ trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11 s. 96 - Cat I) First 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 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-1</li> </ol> <p>Functional:</p> <ol style="list-style-type: none"> <li>1. Administrative Services Management- Level- 1</li> <li>2. Critical Thinking and Problem Solving - Level - 1</li> <li>3. Documents and Records Management- Level - 1</li> <li>4. Use of Information and Communications Technology (ICT)- Level- 1</li> <li>5. Facilitation - Level - 1</li> <li>6. Process Improvement - Level -1</li> <li>7. Monitoring and Evaluation - Level - 1</li> <li>8. Waste Management- Level - 1</li> </ol>	VSU MAIN (OVPPD)
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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 **April 25, 2025**.

- 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. 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](http://jobs.vsu.edu.ph)**  
**Qualified next-in-rank staff are automatically considered as candidate/s for the position.**

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

**HONEY SOFIA V. COLIS**  
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Director, HRMD  
\_\_\_\_\_  
VSU, Baybay City, Leyte  
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[jobs.vsu.edu.ph](http://jobs.vsu.edu.ph)  
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**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**