

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:

te: 
HONEY SOFIA V. COLIS
HRMO

Date: July 13, 2023[illegible]

6	Planning Officer III	PL03-8-2023	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training (Preferably with at least 20 hours of Strategic Planning, Planning and Budgeting, and Land Use Planning, Supervisory, and GPPB RA 9184 Trainings)	2 years of relevant experience in Institutional Planning, Operational Planning, Risk Assessment, Land Use and Development Planning, Physical Planning, Public Investment Program presentation and submission, Information System Strategic Plan Formulation, and Proucrement operations)	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-1 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 - Level - 3 6. Monitoring and Evaluation - Level-3 7. Peer Mentoring - Level 2 8. Procurement Management- Level 3 9. Resource Mobilization Management- Level 2 10. Report Writing - Level 2	VSU MAIN
---	----------------------	-------------	----	-------	---------------------------------------	--	--	---	---	----------

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 July 25, 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;
 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**
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.