

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  
HRMO

Date: August 14, 2024

| No. | Position Title<br>(Parenthetical Title, if applicable) | Plantilla Item No. | Salary/<br>Job/<br>Pay<br>Grade | Monthly<br>Salary | Qualification Standards                                                   |                              |                                                                          |                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Place of<br>Assignment |
|-----|--------------------------------------------------------|--------------------|---------------------------------|-------------------|---------------------------------------------------------------------------|------------------------------|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
|     |                                                        |                    |                                 |                   | Education                                                                 | Training                     | Experience                                                               | Eligibility                                                                         | Competency (if applicable)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                        |
| 1   | Science Research Specialist II                         | SRAS2-1-1998       | 16                              | 41616             | Bachelor's degree relevant to the job<br><br>(Preferably BS in Chemistry) | 4 hours of relevant training | 1 year of relevant experience<br><br>(Preferably in laboratory analysis) | Career Service (Professional) Second Level Eligibility<br><br>(Preferably RA 10657) | Core:<br>1. Exemplifying Integrity and Professionalism - Level 2<br>2. Delivering Service Excellence - Level 2<br>3. Communication Savvy - Level 2<br>4. Interpersonal relationship management - Level 2<br>5. Change Adaptation- Level 2<br>6. Gender-responsive management - Level 1<br><br>Functional:<br>1. Administrative Services Management- Level-2<br>2. Critical Thinking and Problem Solving - Level 2<br>3. Documents and Records Management- Level - 3<br>4. Use of Information and Communications Technology (ICT)- Level-2<br>5. Quality Assurance - Level -2<br>6. Report Writing - Level 2<br>7. Research Management - Level-2<br>8. Risk Management - Level 2<br>9. Waste Management- Level 2 | VSU MAIN (CASL)        |

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 August 25, 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. 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.