Electronic copy to b	e submitted to t	the CSC FO	must be in MS	Excel format
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## Republic of the Philippines VISAYAS STATE UNIVERSITY Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

	We hereby reques	t the publication	on of the	following v	acant positions, v	vhich are auth	orized to be filled	d, at the VISAYAS S	STATE UNIVERSITY in the CSC website:  HONEY SOFIA V. COLIS	
								Date: _	HRMO January 17, 2024	
	Position Title (Parenthetical	Plantilla Item	Salary/ Job/	Monthly				Qua	ification Standards	Place of
No.	Title, if applicable)	No.	Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Assignment
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		ADA1-183- 2004	1	13000	Must be able to read and write	None required	None required	Core: 1. Exemplifying Integrity and Professionalism - Level-2 2. Delivering Service Excellence - Level-2 3. Communication Savy - 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- 1 2. Maintenance Management - Level- 1	VSU MAIN
								3. Risk Management- Level - 1 4. Waste Management- Level - 1	

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 January 28, 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;
- 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

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
Dire	ector, HRMO
VSU, Ba	aybay City, Leyte
iob	s.vsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.