Electronic copy to be submitted to the CSC FO	must be in MS Excel format

Republic of the Philippines VISAYAS STATE UNIVERSITY Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

hereby request the publication of the following vacant positions, which are authorized to be filled, at the VISATAS STATE UNIVERSITY IN the CSC website.	Ul and	
	1800	

HONEY SOFIA V. COLIS	
HRMO	
July 2, 2024	
	HRMO

	Position Title		Salary/	8.6 41-1				Qualification Sta	andards		Place of
No.	(Parenthetical Title, if applicable)	Plantilla Item No.	Job/ Pay Grade	Monthly Salary	Education	Training	Experience	Eligibility	Competency	(if applicable)	Assignment
1											
				U							

2	Administrative Aide I (Utility Worker I (B))	ADA1-176-2004	1	13000	Must be able to read and write	and write (MC 11 s. 96 - Cat. III) 1. Exemplifying Integrity and Professio 2. Delivering Service Excellence - Lev 3. Communication Savy - Level-2 4. Interpersonal relationship managem 5. Change Adaptation - Level-2 6. Gender-responsive management - Functional: 1. Administrative Services Management 2. Maintenance Management - Level 3. Risk Management- Level - 1		Exemplifying Integrity and Professionalism - Level-2 Delivering Service Excellence - Level-2 Communication Savy - Level-2 Interpersonal relationship management - Level-2 Change Adaptation - Level-2 Gender-responsive management - Level-1 Functional: Administrative Services Management - Level-1 Maintenance Management - Level-1	VSU MAIN (VSUIHS)	
									Administrative Services Management- Level- 1 Maintenance 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 July 13, 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
Director, HRMO
VSU, Baybay City, Leyte
jobs.vsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.