

[illegible]

4	Administrative Aide VI (Clerk III)	ADA6-111- 6 2004	17553	Completion of 2 years studies in college	None required	None required	Career Service (Subprofessional) /First Level Eligibility	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. Critical Thinking and Problem Solving - Level - 1 3. Documents and Records Management- Level - 1 4. Use of Information and Communications Technology (ICT)- Level- 1 5. Process Improvement - Level -1 6. Waste Management- Level - 1	VSU MAIN (HRMO)
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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 December 22, 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](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. 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).
- Applicants with work experience and training on human resource management & development services is/are preferred to be hired.**
- 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:

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 HONEY SOFIA V. COLIS  
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 Director, HRMO  
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 VSU, Baybay City, Leyte  
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[jobs.vsu.edu.ph](http://jobs.vsu.edu.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.