## 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:	
	110

HONEY SOFIA V. COLIS
HRMO

Date: May 24, 2024

	Position Title (Parenthetical Plantilla Title, if No. applicable)	Diantilla Itam	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards							
No.		No.			Education	Training	Experience	Eligibility		Competency	(if applicable)	Place of Assignment
1												
						3						
	: 53	1										

2	TI	Planning Officer III	PL03-8-2023 T	18	46725	Bachelor's	8 hours of	2 years of relevant	Career Service	Core:	VSU MAIN
	1					degree relevant	relevant	experience	(Professional)	1. Exemplifying Integrity and Professionalism - Level 2	(Planning
						to the job	training		Second Level	2. Delivering Service Excellence - Level 2	Office)
					100-100-0				Eligibility	3. Communication Savvy - Level 2	
160						800 C 1914 C Y		(preferably with		4. Interpersonal relationship management - Level 2	
								supervisory		5. Change Adaptation- Level 2	
			7					experience)		6. Gender-responsive management - Level 1	
										Functional:	
										1. Critical Thinking and Problem Solving - Level 2	
160			54 mg						100 to 100 to 500	2. Use of Information and Communications Technology (ICT)- Level 2	
										3. Facilitation - Level 3	
	1							[8] (A) (B) (B) (B) (B) (B)		4. Resource Mobilization Management- Level 2	
					Maria Maria					5. Process Management - Level 3	
1000					W. 17		\$ -5 W. A			6. Procurement Management- Level 2	
								La Para La Caraciana de la Car		7. Report Writing - Level 2	
						10.7				8. Monitoring and Evaluation - Level 3	
										9. Peer Mentoring - Level 2	
			2.00				1 4			10. Budget Management - Level 2	
										11. Risk Management and Hazards Analysis- Level 2	
										12. Maintenance Management - Level 3	

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 June 4, 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.