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

To: CIVIL SERVICE COMMISSION (CSC)

CIVIE SERVICE COMMISCION (CCC)		
We hereby request the publication of the following vacant positions, which are authorized to be f	lled, at the VISAYAS STATE UNIVERSITY in the CSC website:	•
	fm~	2
	HONEY SOFIA V.	COLIS
	HRMO	
	Date:	11-Dec-23

Position Title	Disavilla	Salary/ Qualification Standards							Diago of
No. Title, if Item No. Pay applicable) Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment		
	(Parenthetical Title, if	(Parenthetical Plantilla Title, if Item No.	(Parenthetical Plantilla Job/ Title, if Item No. Pay	(Parenthetical Plantilla Job/ Monthly Title, if Item No. Pay Salary	(Parenthetical Plantilla Job/ Monthly Title, if Item No. Pay Salary Education	(Parenthetical Plantilla Job/ Monthly Title, if Item No. Pay Salary Education Training	(Parenthetical Plantilla Job/ Monthly Title, if Item No. Pay Salary Education Training Experience	(Parenthetical Plantilla Job/ Monthly Title, if Item No. Pay Salary Education Training Experience Eligibility	(Parenthetical Plantilla Job/ Monthly Title, if Item No. Pay Salary Education Training Experience Eligibility Competency (if applicable)

2	Administrative Assistant II (Human Resource Management Assistant)	ADAS2-82- 2023	8	two years	1 year of relevant experience	Eligibility	Core: 1. Exemplifying Integrity and Professionalism - Level-2 2. Delivering Service Excellence - Level-2 3. Communication Savvy - Level-2 4. Interpersonal relationship management -Level-2 5. Change Adaptation - Level-2 6. Gender-responsive management - Level-2 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- Level-1 5. Human Resource Management and Development - Level 1 6. Facilitation - Level-1 7. Process Improvement - Level 1	VSU MAIN (HRMO)

.

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;
- 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

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.