

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:

HONEY SOFIA V. COLIS  
HRMO

Date: 20-Mar-24

[illegible]

8	Legal Assistant II	LEA2-10-2023	12	27000	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing or legal procedure	None Required	Career Service (Professional) Second Level Eligibility	<p>Core:</p> <ol style="list-style-type: none"> <li>1. Exemplifying Integrity and Professionalism - Level 2</li> <li>2. Delivering Service Excellence - Level 2</li> <li>3. Communication Savvy - Level 2</li> <li>4. Interpersonal relationship management - Level 2</li> <li>5. Change Adaptation- Level 2</li> <li>6. Gender-responsive management - Level 1</li> </ol> <p>Functional:</p> <ol style="list-style-type: none"> <li>1. Administrative Services Management- Level 2</li> <li>2. Documents and Records Management- Level 3</li> <li>3. Critical Thinking and Problem Solving - Level 2</li> <li>4. Use of Information and Communications Technology (ICT)- Level 2</li> <li>5. Facilitation - Level 3</li> <li>6. Filipino Values Restoration- Level 3</li> <li>7. Process Management - Level 3</li> <li>8. Report Writing - Level 2</li> <li>9. Monitoring and Evaluation - Level 3</li> </ol>	VSU MAIN (Legal Office)
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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 April 1, 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](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.

**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](http://jobs.vsu.edu.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**