

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:

Date: April 25, 2024

[illegible]

5	ADMINISTRATIVE ASSISTANT II (Clerk IV)	ADAS2-43-2004	8	19,744	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) / First Level 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 1 Functional: 1. Accounting Management- Level 2 2. Budget Management- Level 2 3. Critical Thinking and Problem Solving - Level 2 4. Use of Information and Communications Technology (ICT)- Level 2 5. Process Management - Level 3 6. Quality Assurance- Level 2 7. Report Writing - Level 2 8. Monitoring and Evaluation - Level 3	VSU MAIN (Admission 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 May 6, 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. 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).

Qualified applicants are encouraged to submit via online through jobs.vsu.edu.ph.

Qualified next-in-rank employee/s are automatically considered as applicant/s.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:
APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

HONEY SOFIA V. COLIS

Director, HRMO

VSU, Baybay City, Leyte

jobs.vsu.edu.ph