

To: CIVIL SERVICE COMMISSION (CSC)

HONEY SOFIA V. COLIS
HRMO

Date: July 6, 2023

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

2	Administrative Officer III	ADOF3-45-2023	14	33843	Bachelor's degree relevant to the job	4 hours of relevant training preferably on RA 9184	1 years of relevant experience preferably on actual government procurement process	Career Service (Professional) Second Level Eligibility	<p>Core:</p> <p>1. Exemplifying Integrity and Professionalism - Level-2</p> <p>2. Delivering Service Excellence - Level-2</p> <p>3. Communication Savvy - Level-2</p> <p>4. Interpersonal relationship management - Level-2</p> <p>5. Change Adaptation - Level-2</p> <p>6. Gender-responsive management - Level-1</p> <p>Functional:</p> <p>1. Administrative Services Management- Level-2</p> <p>2. Critical Thinking and Problem Solving - Level - 2</p> <p>3. Documents and Records Management- Level - 3</p> <p>4. Use of Information and Communications Technology (ICT) - Level 2</p> <p>5. Monitoring and Evaluation - Level 3</p> <p>6. Procurement Management- Level 3</p> <p>7. Resource Mobilization Management- Level 2</p>	VSU Main
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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 July 17, 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. 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.