

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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

HRMD

Date:

July 25, 2025

[illegible]

3	Administrative Assistant I (Bookbinder III)	ADAS1-40-2004	7	20110	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013-Cat III)	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. Administrative Services Management- Level 1 2. Documents and Records Management- Level 1 3. Critical Thinking and Problem Solving - Level 1 4. Use of Information and Communications Technology (ICT)- Level 1 5. Process Management - Level 1 6. Maintenance Management - Level 1 7. Waste Management - Level 1 8. Filipino Values Restoration - Level 1 9. Risk Management and Hazards Analysis - Level 1 10. Occupational Health and Safety Management - Level 1	VSU MAIN
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Interested and qualified applicants should signify their interest in writing or online application through the Human Resource Information System (HRIS) at jobs.vsu.edu.ph not later than **August 4, 2025**. Applicants must also upload the following required documents.

1. Application letter
2. Fully accomplished Personal Data Sheet (PDS)/Curriculum Vitae/ with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
3. Photocopy of Diploma and Transcript of Records;
4. Photocopy of certificate of eligibility/rating/license;
5. Photocopy of performance rating in the last rating period (if applicable);
6. Photocopy of training certificates;
7. Photocopy of certificate of employment (if applicable) and

8. VSU 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).

Note: Administrative Assistant I(Bookbinder III) : This is a re-publication of the vacancy, thus, those who already filed their application are considered applicants and need not apply.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

HONEY SOFIA V. COLIS

Director, HRMD

VSU, Baybay City, Leyte

jobs.vsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.