

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

We hereby request the publication in the CSC Job Portal of the following vacant positions, which are authorized to be filled at the VISAYAS STATE UNIVERSITY:

Date:

[illegible]

2	Administrative Aide III (Utility Worker II)	ADA3-212-2004	3	15,852.00	Must be able to read and write	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. Facilitation -Level - 1 3. Filipino Values Restoration -Level - 1 4. Maintenance Management -Level - 1 5. Occupational Health and Safety Management -Level - 1 6. Waste Management -Level - 1	VSU MAIN
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Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office or online application through the Human Resource Information System (HRIS) at [jobs.vsu.edu.ph](http://jobs.vsu.edu.ph) not later than September 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 2025) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
3. Photocopy of Diploma and Transcript of Records;
4. Photocopy of certificate of eligibility/rating/license;
5. Photocopy of performance reting in the last rating period (if applicable);
6. Photocopy of training certificates;
7. Photocopy of certificate of employment (if applicable) and

*This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.*

*This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).*

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

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