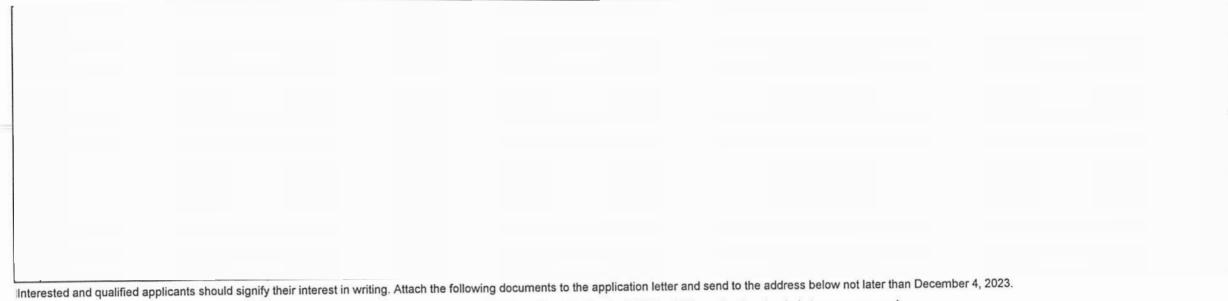
Electronic copy to be submitted to the CSC FO must be in MS Excel format

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

To: CIVIL SERVICE COMMISSION (CSC)

,	We hereby reques	t the publication of	the follow	ving vacant p	positions, which are	authorized to be fille	ed, at the VISAYAS S	TATE UNIVERSIT	TY in the CSC website:  HONEY SOFIA	y V. COLIS	
								Date:	HRMC No	D ovember 23, 2023	
$\neg$	Position Title		Salary/					Qualification	Standards		
No.	(Parenthetical Title, if applicable)	Plantilla Item No.	lob/	Monthly Salary	Education	Training	Experience	Eligibility	Competency	(if applicable)	Place of Assignment

10 Administrative Assistant III	ADAS3-66-2023	9	21211	Completion of two-year-studies in college	1 year of relevant experience	(Sub-Professional) First Level Eligibility	Core:  1. Exemplifying Integrity and Professionalism - Level-2 2. Delivering Service Excellence - Level-2 3. Communication Savy - 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. Critical Thinking and Problem Solving - Level - 1 3. Documents and Records Management - Level - 1 4. Use of Information and Communications Technology (ICT)-Level-1 5. Facilitation - Level - 1 6. Process Improvement - Level - 1 7. Monitoring and Evaluation - Level - 1 8. Waste Management - Level - 1	VSU MAIN (Office of Vice President)



- 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.