

To: CIVIL SERVICE COMMISSION (CSC)

HONEY SOFIA V. COLIS
HRMO

Date: 20-Mar-24

[illegible]

9	Administrative Assistant II (Disbursing Officer II)	ADAS2-78-2023	8	19744	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	<p>Core:</p> <ul style="list-style-type: none">1. Exemplifying Integrity and Professionalism - Level-22. Delivering Service Excellence - Level-23. Communication Savy - Level-24. Interpersonal relationship management - Level-25. Change Adaptation - Level-26. Gender-responsive management - Level-1 <p>Functional:</p> <ul style="list-style-type: none">1. Administrative Services Management- Level- 12. Critical Thinking and Problem Solving - Level - 13. Documents and Records Management- Level - 14. Use of Information and Communications Technology (ICT)- Level- 15. Facilitation - Level - 16. Process Improvement - Level -17. Fiscal Management Level - 1	VSU MAIN (Cash 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 April 1, 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.

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.