## 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:	
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HON	EY SOFIA V. COLIS

HONĖÝ SOFIA V. COLIS
HRMO
Date: 20-Mar-24

	Position Title	Plantilla Itam	Diantilla litara	Salary/	Mandala	Qualification Standards						
No.	(Parenthetical Title, if applicable)	No.	Job/ Pay Grade	Monthly Salary	Education	Training	Experience	Eligibility	Competency	(if applicable)	Place of Assignment	
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9	Administrative	ADAS2-78-	8	19744	Completion of	4 hours of	1 year of relevant	Career Service		VSU MAIN
1	Assistant II (Disbursing	2023			two years studies	relevant training	experience	(Subprofessional)	Exemplifying Integrity and Professionalism - Level-2	(Cash Office)
1	Officer II)		ļ		in college			Fisrt Level	Delivering Service Excellence - Level-2	
			1					Eligibility	3. Communication Savy - Level-2	
									4. Interpersonal relationship management - Level-2	
	1		l						5. Change Adaptation - Level-2	
									Gender-responsive management - Level-1	
									Frantismal	
									Functional:	
	1								Administrative Services Management- Level- 1     Administrative Services Management- Level- 1	
			l				ļ		2. Critical Thinking and Problem Solving - Level - 1	
			1				1		3. Documents and Records Management- Level - 1	
1									Use of Information and Communications Technology (ICT)- Level-	
			ł						5. Facilitation - Level - 1	
									6. Process Improvement - Level -1	
									7. Fiscal Management Level - 1	
									7. Fiscal Management Level - 1	

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;
- Performance rating in the last rating period (if applicable);
   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.