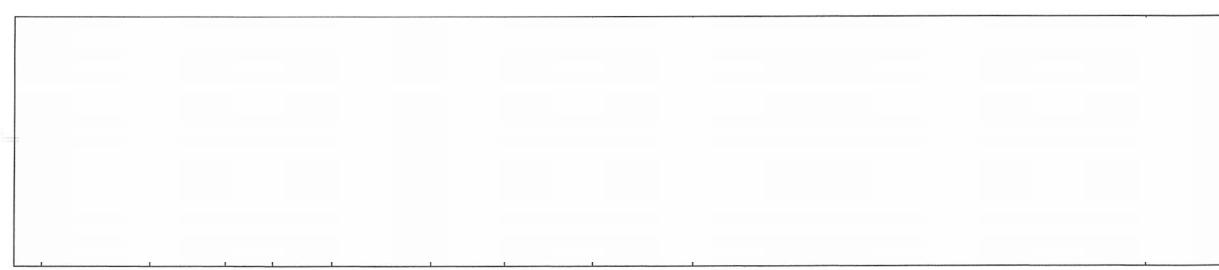
| Electronic copy to be submitted to the | CSCFO | must be in M | S Excel forma |
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Republic of the Philippines VISAYAS STATE UNIVERSITY Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

| | We hereby reques | t the publication | on of the | following va | acant positions, w | hich are auth | orized to be filled | , at the VISAYAS | STATE UNIVERSITY in the | HONEY SOR | V. COLIS | | |
|-----|--|-----------------------|----------------------|-------------------|--------------------|---------------|---|------------------|-------------------------|------------|----------------------|--|------------|
| | | | | | | | | | | HRM | O vember 14, 2023 | | |
| | | | | | | | | Date: | | 140 | Verilber 14, 2025 | | |
| | Position Title | | Salary/ | | | | | Qua | alification Standards | | | | Place of |
| No. | (Parenthetical Title, if applicable) | Plantilla Item No. | Job/ Pay Grade | Monthly Salary | Education | Training | Experience | Eligibility | | Competency | (if applicable) | | Assignment |
| | | | | | | | | · · · · · · | | | | | |
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| 3 Administrative Aide I (Utility Worker I) | ADA1-166- 1 13 | 3000 Must be able to read and write | | None required | Cat. III)** | 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. Maintenance Management - Level - 1 3. Risk Management - Level - 1 4. Waste Management - Level - 1 | VSU MAIN |
|--|----------------|-------------------------------------|--|------------------|-------------|--|----------|
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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 November 24, 2023.

- 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).

This is a re-publication of the vacancy, thus, those who already filed their applications earlier are considered applicants and not need to apply.

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.