

2	Administrative Assistant II (Budgeting Assistant)	ADAS2-77-2023	8	19744	Completion of 2 years studies in college	4 hours of relevant training	1 year relevant experience	Career Service Subprofessional Eligibility/ 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 Savvy - 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. Documents and Records Management- Level 13. Critical Thinking and Problem Solving - Level 14. Use of Information and Communications Technology (ICT)- Level 15. Facilitation - Level 26. Accounting Management- Level 17. Fiscal Management - Level 18. Process Management - Level 1	VSU MAIN
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3	Administrative Assistant II (Budgeting Assistant)	ADAS2-80-2023	8	19744	Completion of 2 years studies in college	4 hours of relevant training	1 year relevant experience	Career Service Subprofessional Eligibility/ First Level Eligibility	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. Documents and Records Management- Level 1 3. Critical Thinking and Problem Solving - Level 1 4. Use of Information and Communications Technology (ICT)- Level 1 5. Facilitation - Level 2 6. Accounting Management- Level 1 7. Fiscal Management - Level 1 8. Process 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 August 5, 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. Note: 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 are automatically considered as applicant.

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.