

To: CIVIL SERVICE COMMISSION (CSC)

HONEY SOFIA V. COLIS  
HRMO

Date: September 5 2024

[illegible]

4	Accountant III	A3-127-2023	19	53873	Bachelor's degree in Commerce/ Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080	<p><b>Core:</b></p> <ol style="list-style-type: none"> <li>1. Exemplifying Integrity and Professionalism - Level 2</li> <li>2. Delivering Service Excellence - Level 2</li> <li>3. Communication Savvy - Level 2</li> <li>4. Interpersonal relationship management - Level 2</li> <li>5. Change Adaptation- Level 2</li> <li>6. Gender-responsive management - Level 1</li> </ol> <p><b>Functional:</b></p> <ol style="list-style-type: none"> <li>1. Accounting Management- Level 2</li> <li>2. Budget Management- Level 2</li> <li>3. Critical Thinking and Problem Solving - Level 2</li> <li>4. Use of Information and Communications Technology (ICT)- Level 2</li> <li>5. Fiscal Management - Level 3</li> <li>6. Resource Mobilization Management- Level 2</li> <li>7. Process Management - Level 3</li> <li>8. Quality Assurance- Level 2</li> <li>9. Report Writing - Level 2</li> <li>10. Monitoring and Evaluation - Level 3</li> <li>11. Peer Mentoring - Level 2</li> </ol>	VSU MAIN (Accounting 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 September 15, 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](http://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).

Accountant III 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](http://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](http://jobs.vsu.edu.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.