

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:

**HONEY SOFIA V. COLIS**

HRMD

Date: **February 11, 2025**[illegible]

5	Legal Assistant III	LEA3-11- 2023	14	35434	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	8 hours of training relevant to legal work, such as legal ethics, legal research and writing or legal procedure	1 year experience in legal work such as preparation of pleadings, legal opinions and memoranda or legal research	Career Service (Professional)/ Second Level Eligibility	<p>Core:</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>Functional:</p> <ol style="list-style-type: none"> <li>1. Administrative Services Management- Level 2</li> <li>2. Documents and Records Management- Level 3</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. Facilitation - Level 3</li> <li>6. Filipino Values Restoration- Level 3</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 (Legal Affairs and Services)
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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 **February 21, 2025.**

- 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. VSU 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).

**Note:** Legal Assistant II and III, Administrative Aide VI for BOR and University Secretary Office : This is a re-publication of the vacancy, thus, those who already filed their application are considered applicants and need not 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, HRMD  
VSU, Baybay City, Leyte  
[jobs.vsu.edu.ph](http://jobs.vsu.edu.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**