

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:

te:   
HONEY SOFIA V. COLIS  
HRMO

Date: July 13, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1									<b>Core:</b> 1. Understand the organization's mission, vision, and strategic goals. 2. Establish and maintain effective communication channels. 3. Develop and implement policies and procedures. 4. Manage resources efficiently and effectively. 5. Monitor and evaluate organizational performance. 6. Foster a positive organizational culture. 7. Ensure compliance with applicable laws and regulations. 8. Lead and motivate staff. 9. Manage risk and ensure business continuity. 10. Engage with external stakeholders. 11. Promote innovation and continuous improvement. 12. Maintain accurate financial records. 13. Develop and implement a quality management system. 14. Ensure the safety and security of the organization. 15. Manage the organization's reputation. 16. Develop and implement a sustainability plan. 17. Manage the organization's information systems. 18. Ensure the organization's legal and ethical compliance. 19. Manage the organization's human resources. 20. Develop and implement a risk management plan.	VSU MAIN

2										VSU MAIN
3	Information Technology Officer I	ITO1-19-2023	19	51357	Bachelor's degree relevant to the job (preferably in Information Technology and Computer Science or any related courses)	8 hours of relevant training on Data Privacy Act, Systems Analysis and Design, Computer Programming courses of JAVA, MS Access or Visual Basic.	2 years relevant experience on the formulation, development and maintenance of government & academe information systems using open source and ICT network services.	Career Service Professional/ Second Level Eligibility & preferably with EDPSE	<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. Critical Thinking and Problem Solving - Level - 2</li><li>3. Documents and Records Management- Level - 3</li><li>4. Use of Information and Communications Technology - Level-2</li><li>5. Process Management - Level - 3</li><li>6. Monitoring and Evaluation - Level-3</li><li>7. Peer Mentoring - Level 2</li><li>8. Procurement Management- Level 3</li><li>9. Resource Mobilization Management- Level 2</li><li>10. Report Writing - Level 2</li></ol>	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 July 25, 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](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. 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](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.