

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:

MARIA JEHAN P. LIBRE
(Head of Agency)

Date: July 7, 2023

No. (Parenthetical Title, if applicable)	Position Title	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards						Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Administrative Officer IV (Budget Officer II)	ADOF4-29-2023	15	36619	Bachelors degree relevant to the Job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	All core competencies of the university and the identified functional competencies of the administrative staff needed by the hiring department	VSU - Villaba	
2	Administrative Officer III	ADOF3-36-2023	14	33843	* Must be able to read and write/ Elementary School Graduate ** Highschool Graduate or Completion of relevant vocational/trade course ***Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	All core competencies of the university and the identified functional competencies of the administrative staff needed by the hiring department	VSU - Villaba	
3	Administrative Assistant II (Property Custodian)	ADAS2-69-2023	8	19744		4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	All core competencies of the university and the identified functional competencies of the administrative staff needed by the hiring department	VSU - Villaba	

4	Administrative Assistant I (Buyer I)	ADAS1-84-2023	7	18620	* Must be able to read and write/ Elementary School Graduate ** Highschool Graduate or Completion of relevant vocational/trade course ***Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Subprofessional) First Level Eligibility	All core competencies of the university and the identified functional competencies of the academic staff needed by the hiring department	VSU - Villaba
5	Administrative Aide VI (Clerk III)	ADA6-89-2023	6	17553	* Must be able to read and write/ Elementary School Graduate ** Highschool Graduate or Completion of relevant vocational/trade course ***Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	All core competencies of the university and the identified functional competencies of the academic staff needed by the hiring department	VSU - Villaba
6	Administrative Aide IV (Clerk II)	ADA4-124-2023	4	15586	* Must be able to read and write/ Elementary School Graduate ** Highschool Graduate or Completion of relevant vocational/trade course ***Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Subprofessional) First Level Eligibility	All core competencies of the university and the identified functional competencies of the academic staff needed by the hiring department	VSU - Villaba

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 17, 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. This office encourage all interested and promotes equal employment opportunity 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 advised to hand in or send through courier/email their application to:

DAPHNE LAINE D. AYO

HRMA

Visayas State University-Villaba

daphne.ayo@vsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.