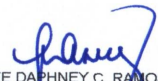


Republic of the Philippines
VISAYAS STATE UNIVERSITY
Request for Publication of Vacant Positions

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:


FE DAPHNEY C. RAMOS
Head, OHRM

Date: 3/12/2024

| 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 | Administrative Officer I (Supply Officer I) | VISCAB-ADOF1-33-2004 | 10 | 23,176.00 | Bachelor's Degree | None Required | None Required | CSC (Professional) Second 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 3 2. Critical Thinking and Problem-Solving - Level 2 3. Documents and Records Management - Level 3 4. Use of Information and Communications Technology - Level 2 5. Fiscal Management - Level 2 6. Process Management - Level 3 7. Monitoring and Evaluation - Level 2 8. Sharing Expertise and Linkaging - Level 2 9. Procurement Management - Level 3 | Procurement Office, VSU Isabel, Leyte |

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 March 22, 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;
 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 highly encourages all interested and qualified applicants and promotes equal employment 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).
6. Willing to accept additional administrative and other related functions.

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:

FE DAPHNEY C. RAMOS
Head, OHRM
VSU-Isabel, Marvel, Isabel, Leyte
isabel.ohrm@vsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.