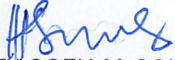


Republic of the Philippines
VISAYAS STATE UNIVERSITY
Request for Publication of Vacant Positions

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
HRMO

Date: May 2, 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	Attorney IV	ATY4-8-2010	23	80003	Bachelor of Laws	8 hours relevant training	2 years relevant experience	RA 1080 (Bar)	Core: 1. Exemplifying Integrity and Professionalism - Level-2 2. Delivering Service Excellence - Level-2 3. Communication Savy - Level-2 4. Interpersonal relationship management - Level-2 5. Change Adaptation - Level-2 6. Gender-responsive management - Level-2 Functional: 1. Administrative Services Management- Level-2 2. Critical Thinking and Problem Solving - Level-2 3. Use of Information and Communications Technology (ICT)- Level-2 4. Report Writing- Level 2 5. Monitoring and Evaluation - Level 3 6. Process Management- Level 3 7. Resource Mobilization Management- Level 2 8. Procurement Management- Level 3 9. Quality Assurance- Level 2 Leadership: 1. Thinking Strategically and Creatively- Level 1 2. Creating and Nurturing a High Performance Organization- Level 1 3. Building Collaborative and Inclusive Working Relationships- Level 1	VSU MAIN (Legal Office)

2	Administrative Assistant II (Budgeting Assistant)	ADAS2-77-2023	8	19744	Completion of 2 years studies in college	4 hours of relevant training	1 year relevant experience	Career Service Subprofessional / First Level Eligibility	<p>Core:</p> <ol style="list-style-type: none"> 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 <p>Functional:</p> <ol style="list-style-type: none"> 1. Administrative Services Management- Level 1 2. Documents and Records Management- Level 1 3. Critical Thinking and Problem Solving - Level 1 4. Use of Information and Communications Technology (ICT)- Level 1 5. Facilitation - Level 2 6. Accounting Management- Level 1 7. Fiscal Management - Level 1 8. Process Management - Level 1 	VSU MAIN (Budget Office)
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3	Administrative Assistant II (Budgeting Assistant)	ADAS2-80-2023	8	19744	Completion of 2 years studies in college	4 hours of relevant training	1 year relevant experience	Career Service Subprofessional / First 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 1 2. Documents and Records Management- Level 1 3. Critical Thinking and Problem Solving - Level 1 4. Use of Information and Communications Technology (ICT)- Level 1 5. Facilitation - Level 2 6. Accounting Management- Level 1 7. Fiscal Management - Level 1 8. Process Management - Level 1	VSU MAIN (Budget 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 May 13, 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. 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).

This is a re-publication of the vacancy, thus, those who already filed their applications earlier are considered as applicants and need not to apply.

Qualified applicants are encouraged to submit via online through 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.