

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: August 17, 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	Accountant II	A2-130-2023	16	39672	Bachelors degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080	All core competencies of the university and the identified functional competencies of the administrative staff needed by the hiring department	VSU - Villaba
2	Administrative Assistant III (Bookkeeper II)	ADAS3-61-2023	9	21211	Completion of two years studies in college	4 hours of relevant training	3 years 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 Officer IV (Human Resource Management Officer II)	ADOF4-28-2023	15	36619	Bachelors degree	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

4	Administrative Aide VI (Clerk III)	ADA6-91-2023	6	17553	Completion of 2 years studies in college	None required	None required	Career Service (SupProfessional) 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
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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 August 27, 2023.

1. Application Letter addressed to our Chancellor Dr. Maria Jehan P. Libre thru Ms. Daphne Laine D. Ayo, HRMA.
2. 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;
3. Performance rating in the last rating period (if applicable);
4. Photocopy of certificate of eligibility/rating/license; and
5. Photocopy of Transcript of Records.
6. 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.