

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 17, 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	Legal Assistant II	LEA2-9- 2023	12	29165	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing or legal procedure	None Required	Career Service (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 2 2. Documents and Records Management- Level 3 3. Critical Thinking and Problem Solving - Level 2 4. Use of Information and Communications Technology (ICT)- Level 2 5. Facilitation - Level 3 6. Filipino Values Restoration- Level 3 7. Process Management - Level 3 8. Report Writing - Level 2 9. Monitoring and Evaluation - Level 3	VSU MAIN (Legal Office)

2	Legal Assistant II	LEA2-10-2023	12	29165	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing or legal procedure	None Required	Career Service (Professional) Second 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 2 2. Documents and Records Management- Level 3 3. Critical Thinking and Problem Solving - Level 2 4. Use of Information and Communications Technology (ICT)- Level 2 5. Facilitation - Level 3 6. Filipino Values Restoration- Level 3 7. Process Management - Level 3 8. Report Writing - Level 2 9. Monitoring and Evaluation - Level 3 	VSU MAIN (Legal 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 28, 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. 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).

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

Qualified applicants are encouraged to submit via online through jobs.vsu.edu.ph.

Qualified next-in-rank employee/s are automatically considered as applicant/s.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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