

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
HONEY SOFIA V. COLIS
HRMO

Date: May 7, 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	Project Development Officer III	PDO3-4-2023	18	45203	Bachelor's degree relevant to the job (preferably in engineering or Architechure)	8 hours of relevant training (preferably in Contractor Performance Evaluation System (CPES) & Land use Development	2 years of relevant experience (preferably in building design, land use & planning infrastructure; feasibility study on infrastructure development)	Career Service Professional/ Second Level Eligibility (preferably with License appropriate to practice of profession)	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. Occupational Health and Safety Management- Level 2 2. Quality Assurance- Level 2 3. Critical Thinking and Problem Solving - Level 2 4. Use of Information and Communications Technology (ICT)- Level 2 5. Facilitation - Level 3 6. Resource Mobilization Management- Level 2 7. Process Management - Level 3 8. Maintenance Management - Level 3 9. Report Writing - Level 2 10. Monitoring and Evaluation - Level 3 11. Peer Mentoring - Level 2 12. Project Management - Level 2	VSU MAIN (Project Management Unit)

2	Project Development Officer II	PDO2-3-2023	15	36619	Bachelor's degree relevant to the job (preferably in engineering or Architecture)	4 hours of relevant training (preferably in Contractor Performance Evaluation System (CPES) & Land use Development)	1 year of relevant experience (preferably in building design, land use & planning infrastructure; feasibility study on infrastructure development)	Career Service Professional/ Second Level Eligibility (preferably with License appropriate to practice of profession)	<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. Occupational Health and Safety Management- Level 2 2. Quality Assurance- Level 2 3. Critical Thinking and Problem Solving - Level 2 4. Use of Information and Communications Technology (ICT)- Level 2 5. Facilitation - Level 3 6. Resource Mobilization Management- Level 2 7. Process Management - Level 3 8. Maintenance Management - Level 3 9. Report Writing - Level 2 10. Monitoring and Evaluation - Level 3 11. Peer Mentoring - Level 2 12. Project Management - Level 2 	VSU MAIN (Project Management Unit)
3	Project Development Officer I	PDO1-1-2023	11	27000	Bachelor's degree relevant to the job (preferably in engineering or Architecture)	None Required	None Required	Career Service Professional/ Second Level Eligibility (preferably with License appropriate to practice of profession)	<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. Occupational Health and Safety Management- Level 2 2. Quality Assurance- Level 2 3. Critical Thinking and Problem Solving - Level 2 4. Use of Information and Communications Technology (ICT)- Level 2 5. Facilitation - Level 3 6. Resource Mobilization Management- Level 2 7. Process Management - Level 3 8. Maintenance Management - Level 3 9. Report Writing - Level 2 10. Monitoring and Evaluation - Level 3 11. Peer Mentoring - Level 2 12. Project Management - Level 2 	VSU MAIN (Project Management Unit)

4	Project Development Officer I	PDO1-2-2023	11	27000	Bachelor's degree relevant to the job (preferably in engineering or Architecture)	None Required	None Required	Career Service Professional/ Second Level Eligibility (preferably with License appropriate to practice of profession)	<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. Quality Assurance- Level 2 2. Critical Thinking and Problem Solving - Level 2 3. Use of Information and Communications Technology (ICT)- Level 2 4. Facilitation - Level 3 5. Resource Mobilization Management- Level 2 6. Process Management - Level 3 7. Maintenance Management - Level 3 8. Report Writing - Level 2 9. Monitoring and Evaluation - Level 3 10. Project Management - Level 2 	VSU MAIN (Project Management Unit)
5	Administrative Aide VI (Clerk III)	ADA6-118-2023	6	17553	Completion of 2 years studies in college	None required	None required	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. Quality Assurance- Level 2 2. Critical Thinking and Problem Solving - Level 2 3. Use of Information and Communications Technology (ICT)- Level 2 4. Facilitation - Level 3 5. Resource Mobilization Management- Level 2 6. Process Management - Level 3 7. Maintenance Management - Level 3 8. Report Writing - Level 2 9. Monitoring and Evaluation - Level 3 10. Project Management - Level 2 	VSU MAIN (Project Management Unit)

6	Administrative Aide VI (Clerk III)	ADA6-116- 2023	6	17553	Completion of 2 years studies in college	None required	None required	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 Savy - 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. Critical Thinking and Problem Solving - Level - 1 3. Documents and Records Management- Level - 1 4. Use of Information and Communications Technology (ICT)- Level- 1 5. Process Improvement - Level -1 6. Waste Management- Level - 1 	VSU MAIN (Legal Office)
7	Administrative Aide VI (Clerk III)	ADA6-115- 2023	6	17553	Completion of 2 years studies in college	None required	None required	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 Savy - 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. Critical Thinking and Problem Solving - Level - 1 3. Documents and Records Management- Level - 1 4. Use of Information and Communications Technology (ICT)- Level- 1 5. Process Improvement - Level -1 6. Waste Management- Level - 1 	VSU MAIN (Internal Audit Services Office)

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 18, 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).

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.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:
APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

HONEY SOFIA V. COLIS

Director, HRMO

VSU, Baybay City, Leyte

jobs.vsu.edu.ph