


Electronic copy to be submitted to the CSC FO must be in MS Excel format

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: July 7 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 I	A1-132-2023	12	29165	BS degree in Accountancy/ Commerce/ Business Administration Major in Accounting	None required (but preferably with trainings on Laws and Rules in government expenditures)	None Required (but preferably with experience in bookkeeping, fund management/ externally funded projects)	RA 1080 (CPA)	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. Resource Mobilization Management- Level 2 7. Process Management - Level 3 8. Accounting Management- Level 2 9. Fiscal Management - Level 3 10. Budget Management - Level 2	VSU MAIN

2	Administrative Officer II (Financial Analyst I)	ADOF2-49-2023	11	27000	Bachelor's Degree relevant to the job (Preferably in Accountancy/ Commerce/ Business Administration or any related courses)	None required (but preferably with trainings on Laws and Rules in government expenditures)	None Required (but preferably with experience in processing of financial transactions)	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. Resource Mobilization Management- Level 2 7. Process Management - Level 3 8. Accounting Management- Level 2 9. Fiscal Management - Level 3 	VSU MAIN
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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 July 18, 2023.

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. 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).
- Applicant with experience in accounting/bookkeeping/fund management and with training on government accounting or public financial management are given preference to be selected.**
- Qualified applicants are encouraged to submit via online through jobs.vsu.edu.ph**
- Qualified next in rank are automatically considered as applicants.**

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.