

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: 06-Dec-23

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	Supervising Administrative Officer (Financial and Management Officer I)	SADOF-8- 2004	22	71, 511	Bachelor's degree relevant to the job	16 hours of relevant training (preferably in LARGE, Public Financial Mgmt & Supervisory Dev't Course)	3 years of relevant experience (preferably in accounting/ bookkeeping/ fund management)	Career Service (Professional) Second Level Eligibility	<p>Core:</p> <ol style="list-style-type: none"> <li>1. Exemplifying Integrity and Professionalism - Level-2</li> <li>2. Delivering Service Excellence - Level-2</li> <li>3. Communication Savvy - Level-2</li> <li>4. Interpersonal relationship management - Level-2</li> <li>5. Change Adaptation- Level-2</li> <li>6. Gender-responsive management - Level-1</li> </ol> <p>Functional:</p> <ol style="list-style-type: none"> <li>1. Budget Management - Level-2</li> <li>2. Fiscal Management - Level-3</li> <li>3. Critical Thinking and Problem Solving - Level-2</li> <li>4. Use of Information and Communications Technology (ICT)- Level-2</li> <li>5. Facilitation - Level 3</li> <li>6. Resource Mobilization Management- Level 2</li> <li>7. Process Improvement - Level 3</li> <li>8. Accounting Management- Level 2</li> <li>9. Peer Mentoring - Level 2</li> </ol> <p>Leadership:</p> <ol style="list-style-type: none"> <li>1. Thinking Strategically and Creatively- Level 1</li> <li>2. Creating and Nurturing a High Performance Organization- Level 1</li> <li>3. Leading Change - Level 1</li> <li>4. Building Collaborative, Inclusive Working Relationships - Level 1</li> <li>5. Managing Performance and Coaching for Results - Level 1</li> </ol>	VSU MAIN (Finance Management Office)

2	Administrative Officer II (Financial Analyst I)	ADOF2-49-2023	11	27000	Bachelor's Degree relevant to the job	None required	None Required	Career Service (Professional) Second Level Eligibility	<p>Core:</p> <ol style="list-style-type: none"> <li>1. Exemplifying Integrity and Professionalism - Level-2</li> <li>2. Delivering Service Excellence - Level-2</li> <li>3. Communication Savvy - Level-2</li> <li>4. Interpersonal relationship management - Level-2</li> <li>5. Change Adaptation- Level-2</li> <li>6. Gender-responsive management - Level-1</li> </ol> <p>Functional:</p> <ol style="list-style-type: none"> <li>1. Administrative Services Management- Level-2</li> <li>2. Documents and Records Management- Level-3</li> <li>3. Critical Thinking and Problem Solving - Level-2</li> <li>4. Use of Information and Communications Technology (ICT)- Level-2</li> <li>5. Facilitation - Level 3</li> <li>6. Resource Mobilization Management- Level 2</li> <li>7. Process Management - Level 3</li> <li>8. Accounting Management- Level 2</li> <li>9. Waste Management- Level 2</li> </ol>	VSU MAIN
---	---	---------------	----	-------	---------------------------------------	---------------	---------------	--	---	----------

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 December 17, 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](http://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).

**For Supervising Administrative Officer (Financial and Management Officer I), preferably a Licensed Certified Public Accountant.**  
**For Administrative Officer II (Financial Analyst I), preferably a graduate of Bachelor's degree Accountancy/ Commerce/ Business Administration or any related courses and with experience in accounting/bookkeeping/fund management, and training on government accounting or public financial management.**

Qualified applicants are encouraged to submit via online through [jobs.vsu.edu.ph](http://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](http://jobs.vsu.edu.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**