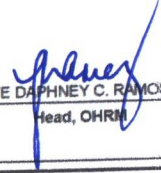


Republic of the Philippines
VISAYAS STATE UNIVERSITY
Request for Publication of Vacant Positions

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:


FE DAPHNEY C. RAMOS
Head, OHRM

Date: 5/15/2024

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	Administrative Assistant II (Budgeting Assistant)	VISCAB ADAS2-75-2023	8	19744	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CSC (Subprofessional) First 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 1 2. Budget Management - Level 1 3. Critical Thinking and Problem Solving - Level 1 4. Documents and Records Management - Level 1 5. Use of Information and Communications Technology - Level 1 6. Process Management - Level 1 7. Resource Mobilization Management - Level 1	Budget Office, VSU Isabel, Leyte
2	Administrative Assistant II (Property Custodian)	VISCAB ADAS2-74-2023	8	19744	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CSC (Subprofessional) First 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 1 2. Process Management - Level 1 3. Critical Thinking and Problem Solving - Level 1 4. Documents and Records Management - Level 1 5. Use of Information and Communications Technology - Level 1 6. Process Management - Level 1 7. Resource Mobilization Management - Level 1	Supply & Property Mgmt. Office, VSU Isabel, Leyte

3	Administrative Assistant II (Disbursing Officer II)	VISCAB ADAS2-73-2023	8	19744	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CSC (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. Administrative Services Management- Level 1 2. Monitoring and Evaluation - Level 1 3. Critical Thinking and Problem Solving - Level 1 4. Documents and Records Management- Level 1 5. Use of Information and Communications Technology - Level 1 6. Process Management - Level 1 7. Resource Mobilization Management - Level 1 	Cashier's Office, VSU Isabel, Leyte
4	Administrative Assistant I (Computer Operator I)	VISCAB ADAS1-86-2023	7	18620	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	CSC (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. Administrative Services Management- Level 1 2. Budget Management - Level 1 3. Critical Thinking and Problem Solving - Level 1 4. Documents and Records Management- Level 1 5. Use of Information and Communications Technology - Level 1 6. Process Management - Level 1 7. Resource Mobilization Management - Level 1 	Procurement Office, VSU Isabel, Leyte
5	Administrative Aide VI (Clerk III)	VISCAB ADA6-100-2023	6	17553	Completion of 2 years studies in college	None required	None required	CSC (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. 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 - Level 1 5. Process Management - Level 1 6. Resource Mobilization Management - Level 1 	Chancellor's Office, VSU Isabel, Leyte

6	Administrative Aide VI (Clerk III)	VISCAB ADA6-101-2023	6	17553	Completion of 2 years studies in college	None required	None required	CSC (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 - Level 1 5. Process Management - Level 1 6. Resource Mobilization Management - Level 1 	Cashier's Office, VSU Isabel, Leyte
7	Administrative Aide VI (Clerk III)	VISCAB ADA6-102-2023	6	17553	Completion of 2 years studies in college	None required	None required	CSC (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 - Level 1 5. Process Management - Level 1 6. Resource Mobilization Management - Level 1 	Human Resource Mgmt. Office, VSU Isabel, Leyte
8	Administrative Aide VI (Clerk III)	VISCAB ADA6-103-2023	6	17553	Completion of 2 years studies in college	None required	None required	CSC (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 - Level 1 5. Process Management - Level 1 6. Resource Mobilization Management - Level 1 	Record's Office, VSU Isabel, Leyte

9	Administrative Aide VI (Clerk III)	VISCAB ADA6-104-2023	6	17553	Completion of 2 years studies in college	None required	None required	CSC (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. 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 - Level 1 5. Process Management - Level 1 6. Resource Mobilization Management - Level 1 7. Monitoring and Evaluation - Level 3 	Accounting Office, VSU Isabel, Leyte
10	Administrative Aide VI (Clerk III)	VISCAB ADA6-105-2023	6	17553	Completion of 2 years studies in college	None required	None required	CSC (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. 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 - Level 1 5. Process Management - Level 1 6. Resource Mobilization Management - Level 1 7. Monitoring and Evaluation - Level 3 	Budget Office, VSU Isabel, Leyte

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 25, 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. This Office highly encourages all interested and qualified applicants and promotes equal employment 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 advised to hand in or send through courier/email their application to:

FE DAPHNEY C. RAMOS
 Head, OHRM
 VSU-Isabel, Marvel, Isabel, Leyte
isabel.ohrm@vsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.