CS Form No. 9
Revised 2018

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 13, 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	Supervising Administrative Officer (Human Resource Mgt Officer IV)	SADOF- 9- 2004	22	71511	Bachelor's Degree with at least 18 units of Masteral units. (preferably in human resource management)	16 hours relevant training on HRM and supervisory & managerial training	3 years of relevant experience on planning, directing, coordinating and supervising HRM servcies and personnel administration with supervisory experience	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-2 Functional: 1. Administrative Services Management- Level-2 2.Critical Thinking and Problem Solving - Level 2 3. Documents and Records Management- Level - 3 4. Use of Information and Communications Technology- Level-2 5. Risk Management- Level -2 6. Report Writing - Level 2 7. Monitoring and Evaluation - Level-2 8. Sharing Expertise and Linkaging- Level 2 9. Resource Mobilization Management- 3 Leadership: 1. Thinking Strategically and Creatively- Level -1 2. Creating and Nurturing a High Performance Organization- Level 1 3. Building Collaborative and Inclusive Working Relationships- Level 1	VSU MAIN

#	Position	Item No.		Plantilla	Education	Training	Experience	Eligibility	Competency	Place of Assignment
2	Administrative Officer IV (Human Resource Management Officer II)	ADOF4-35-2023	15	36619	Bachelor's Degree	8 hours relevant training (preferably on CSC organized HRM trainings)	2 years of relevant experience (preferably in HRM)	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-2 **Functional:** 1. Administrative Services Management- Level-2 2.Critical Thinking and Problem Solving - Level 2 3. Documents and Records Management- Level - 3 4. Use of Information and Communications Technology (ICT)- Level-2 5. Process Management - Level -3 6. Report Writing - Level 2 7. Monitoring and Evaluation - Level-3 8. Human Resource Management and Development - Level 3 9. Resource Mobilization Management- Level 2	VSU MAIN
3	Information Technology Officer I	ITO1-19-2023	19	51357	Bachelor's degree relevant to the job (preferably in Information Technology and Computer Science or any related courses)	8 hours of relevant training on Data Privacy Act, Systems Analysis and Design, Computer Programming courses of JAVA, MS Access or Visual Basic.	2 years relevant experience on the formulation, development and maintenance of government & academe information systems using open source and ICT network services.	Career Service Professional/ Second Level Eligibility & preferably with EDPSE	**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. Critical Thinking and Problem Solving - Level - 2 3. Documents and Records Management- Level - 3 4. Use of Information and Communications Technology - Level-2 5. Process Management - Level - 3 6. Monitoring and Evaluation - Level-3 7. Peer Mentoring - Level 2 8. Procurement Management- Level 3 9. Resource Mobilization Management- Level 2 10. Report Writing - Level 2	VSU MAIN

4	Information Systems Analyst II	INFOSA2-18-2023	16	39672	Bachelor's degree relevant to the job (preferably a graduate of Information Technology and Computer Science or any related courses)	8 hours of relevant training on Data Privacy Act, Systems Analysis and Design, Computer Programming courses of JAVA, MS Access or Visual Basic.	1 year of relevant experience on design, review and evaluation of the implementation of government & academe ICT systems.	Career Service Professional/ Second Level Eligibility(preferably with EDPSE)	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. Critical Thinking and Problem Solving - Level - 2 3. Documents and Records Management- Level - 3 4. Use of Information and Communications Technology - Level-2 5. Process Management - Level - 3 6. Monitoring and Evaluation - Level-3 7. Peer Mentoring - Level 2 8. Procurement Management- Level 3	VSU MAIN
5	Administrative Officer I (Supply Officer I)	ADOF1-55-2023	10	23176	Bachelor's degree	None Required (but preferably with training in Procurement Law, Supply & Property Management, Disposal & Appraisal of Unserviceable Properties	3 years of relevant experience on Procurement Law, Supply & Property Management, Disposal & Appraisal of Unserviceable Properties	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. Critical Thinking and Problem Solving - Level - 2 3. Documents and Records Management- Level - 3 4. Use of Information and Communications Technology - Level-2 5. Process Management - Level - 3 6. Monitoring and Evaluation - Level-3 7. Property and Supply Management - Level 3 8. Procurement Management- Level 3	VSU MAIN

6	Planning Officer III	PL03-8-2023	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training (Preferably with at least 20 hours of Strategic Planning, Planning and Budgeting, and Land Use Planning, Supervisory, and GPPB RA 9184 Trainings)	2 years of relevant experience in Institutional Planning, Operational Planning, Risk Assessment, Land Use and Development Planning, Physical Planning, Public Investment Program presentation and submission, Information System Strategic Plan Formulation, and Proucrement operations)	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. Critical Thinking and Problem Solving - Level - 2 3. Documents and Records Management- Level - 3 4. Use of Information and Communications Technology - Level-2 5. Process Management - Level - 3 6. Monitoring and Evaluation - Level-3 7. Peer Mentoring - Level 2 8. Procurement Management- Level 3 9. Resource Mobilization Management- Level 2 10. Report Writing - Level 2	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 July 25, 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. 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 staff are automatically considered as candidates for the position.

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.