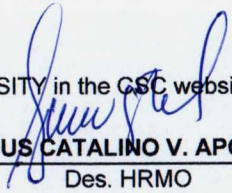


Republic of the Philippines
VISAYAS STATE UNIVERSITY
Request for Publication of Vacant Positions

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:


LELIUS CATALINO V. APOSTOL
Des. HRMO

Date: July 18, 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	Administrative Officer V	ADOF5-24-2023	18	46,725.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) 2nd Level Eligibility	Core: 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 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. Monitoring and Evaluation- Level 3 6. Process Management- Level 3 7. Resource Mobilization Management- Level 2	VSU TOLOSA
2	Administrative Officer IV (Human Resource Management Officer II)	ADOF4-23-2005	15	36,619.00	Bachelor's Degree relevant to the job	8 hours of relevant training (preferably on CSC organized HRM trainings)	2 years of relevant experience preferably in HRM	Career Service (Professional) 2nd Level Eligibility	Core: 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 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. Human Resource Management and Development- Level 3 6. Monitoring and Evaluation- Level 3 7. Resource Mobilization Management- Level 2	VSU TOLOSA

3	Administrative Officer IV (Budget Officer II)	ADOF4-30-2023	15	36,619.00	Bachelor's Degree	4 hours of relevant training	3 years of relevant experience	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 Savy- Level 2; 4. Interpersonal relationship management- Level 2; 5. Change Adaptation- Level 2 6. Gender Responsive Management- Level 2 <p>Functional:</p> <ol style="list-style-type: none"> 1. Administrative Services Management- Level 2 2. Budget Management- Level 2 3. Critical Thinking and Problem Solving- Level 2 4. Documents and Records Management- Level 3 5. Use of Information and Communications Technology- Level 2 6. Monitoring and Evaluation- Level 3 7. Resource Mobilization Management- Level 2 	VSU TOLOSA
4	Administrative Officer III (Cashier II)	ADOF3-37-2023	14	33,843.00	Bachelor's Degree	4 hours of relevant training	3 years of relevant experience	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 Savy- Level 2; 4. Interpersonal relationship management- Level 2; 5. Change Adaptation- Level 2 6. Gender Responsive Management- Level 2 <p>Functional:</p> <ol style="list-style-type: none"> 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. Monitoring and Evaluation- Level 3 6. Resource Mobilization Management- Level 2 	VSU TOLOSA
5	Administrative Officer III	ADOF3-38-2023	14	33,843.00	Bachelor's Degree	4 hours of relevant training	3 years of relevant experience	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 Savy- Level 2; 4. Interpersonal relationship management- Level 2; 5. Change Adaptation- Level 2 6. Gender Responsive Management- Level 2 <p>Functional:</p> <ol style="list-style-type: none"> 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. Monitoring and Evaluation- Level 3 6. Procurement Management- Level 3 7. Resource Mobilization Management- Level 2 	VSU TOLOSA

6	Accountant II	A2-128-2023	16	39,672.00	Bachelor's Degree in Commerce/ Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080	<p>Core:</p> <p>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 2</p> <p>Functional:</p> <p>1. Administrative Services Management- Level 2 2. Accounting Management- Level 2 3. Critical Thinking and Problem Solving- Level 2 4. Documents and Records Management- Level 3 5. Use of Information and Communications Technology- Level 2 6. Monitoring and Evaluation- Level 3 7. Procurement Management- Level 3 8. Resource Mobilization Management- Level 2</p>	VSU TOLOSA
7	Administrative Officer II (Human Resource Management Officer I)	ADOF2-47-2023	11	27,000.00	Bachelor's Degree relevant to the job	None Required	3 years of relevant experience	Career Service (Professional) 2nd Level Eligibility	<p>Core:</p> <p>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 2</p> <p>Functional:</p> <p>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. Human Resource Management and Development- Level 2 6. Monitoring and Evaluation- Level 3 7. Resource Mobilization Management- Level 2</p>	VSU TOLOSA

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 28, 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.

"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 advised to hand in or send through courier/email their application to:

LELIUS CATALINO V. APOSTOL
Director, Administration & Finance
Visayas State University-Tolosa, Tanghas
vsutolosa.hrmo@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.