

Republic of the Philippines
(Name of Agency)
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request for the publication of the following vacant positions of Visayas State University, Baybay, Leyte in the CSC website:

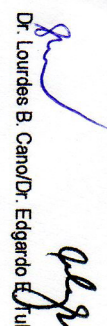
Date: _____
EDGARDO E. TULLIN
(Head of Agency)
JULY 27, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards						Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Administrative Aide III	ADA3-189-2004	3	142968	Completion of 2 years studies in college	None required	None required	CS(Subprof.) 1st Level Elig.	1. Commitment & delivering service excellence - complies with VSU's standards or level of service delivery and with deep sense of responsibility to render excellent service for the satisfaction of clients 2. Exemplifying integrity - complies with policies, rules and standards set by the university 3. Solving problems and decision making - provides and offers timely solutions to problems and decision alternatives for prompt and effective service 4. Planning and delivering - ability to plan programs, activities and projects to help attain the overall university mandate, priorities and commitments. 5. Championing and applying innovation - continuously innovates and finds ways to introduce new practices and procedures that will result to ease of doing things for improved customer service 6. Demonstrating personal effectiveness - recognizes personal strengths and gaps and is willing to utilize strengths at the same time, undergo required trainings and interventions to address competency gaps identified.	VSU MAIN	
2	Administrative Aide III	ADA3-188-2004	3	142968	Completion of 2 years studies in college	None required	None required	CS(Subprof.) 1st Level Elig.		VSU MAIN	
3	Administrative Aide III	ADA3- 6-2016 184- 2004	3	142968	Completion of 2 years studies in college	None required	None required	CS(Subprof.) 1st Level Elig.		VSU MAIN	
4	Administrative Aide III	ADA3-186-2004; ADA3-191-2004	3	142968	Completion of 2 years studies in college	None required	None required	CS(Subprof.) 1st Level Elig.		VSU MAIN	
5	Administrative Assistant II	ADAS2-41-2004	8	195384	Completion of 2 years studies in college	4 hrs training	1 year of relevant experience	CS(Subprof.) 1st Level Elig.		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 August 8, 2018. Diverse applicants are encouraged to

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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:
APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.


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Director, ODAHRD/University President
ODAHRD, VSU, Visca, Baybay City, Leyte