

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

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Visayas State University-Villaba in the CSC website:

Merlita D. Veloso
MERLITA D. VELOSO
(Head of Agency)

Date: 20-Nov-18

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	Guidance Counselor I	GUIDC1-2-2013	10	18,718	Master's degree in Guidance and Counseling	None required	None required	R.A 1880 (Guidance Eligibility Counselor)		

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 12/15/2018.

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:

MERLITA D. VELOSO/AURORA A. CARPIO
Dean HRMA
Visayas State University-Villaba

merliveloso@gmail.com/auroracarpio56@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.