

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: February 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 V (Electronics & Communications Equipment Technician III)	ADAS5-154-2004	11	27000	Completion of 2 years studies in College or High School graduate with relevant vocational/ trade course	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) Electronics Equipment Technician (MC 11 s. 96 - Cat. II)* First 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-1 Functional: 1. Administrative Services Management- Level-1 2. Documents and Records Management- Level-1 3. Critical Thinking and Problem Solving - Level-1 4. Use of Information and Communications Technology (ICT)- Level-1 5. Facilitation - Level 2 6. Monitoring and Evaluation - Level 1 7. Waste Management- Level-1	VSU MAIN

2	Administrative Assistant II (Electronics & Communications Equipment Technician II)	ADAS2-51-2004	8	19744	Completion of 2 years studies in College or High School graduate with relevant vocational/ trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Electronics Equipment Technician (MC 11 s. 96 - Cat. II)* 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. Documents and Records Management- Level-1 3. Critical Thinking and Problem Solving - Level-1 4. Use of Information and Communications Technology (ICT)- Level-1 5. Facilitation - Level 2 6. Monitoring and Evaluation - Level 1 7. Waste Management- Level-1 	VSU MAIN
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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 February 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. 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).
- Applicants with successful candidate will be assigned at the Radio Station DYDC. Applicants with Radio Operator Certificate will be hired preferably over those who has no said NTC Certification.
- Qualified applicants are encouraged to submit via online through jobs.vsu.edu.ph**
- Qualified next in rank are automatically considered as applicants.**

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.