


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



DR. MANUEL S. RONA  
(Head of Agency)

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (VISAYAS STATE UNIVERSITY-ALANGALANG) in the CSC website:

Date: September 25, 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 VI	VISCAB-ADA-6-75-2004	6	172,080.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service(Sub professional) First Level Eligibility	<ol style="list-style-type: none"> <li><b>Commitment &amp; Delivering Service Excellence</b> - Demonstrates high standards of professional behaviour as public servants, adhering to ethical as well as moral principles, values, and standards of public office and promotes the highest standards for individual and university performance by upholding university mandate, core values, policies and guidelines taking into consideration impact of one's actions and decisions in ensuring that public interest is upheld at all times.</li> <li><b>Exemplifying Integrity</b> - Complies with VSU's established standards of delivery or service level agreements and delivers explicit requirements of customers; provides proactive, responsive, accessible, courteous and effective public service to provide the highest level of customer satisfaction which exceeds customer's expectation</li> </ol>	Registrar
2	ADMINISTRATIVE AIDE III	VISCAB-ADA3-208-2004	3	142,968.00	Completion of 2 years studies in college	None required	None required	Career Service(Sub professional) First Level Eligibility	<ol style="list-style-type: none"> <li><b>Communication Savvy</b> - Effectively delivers messages that simply focus on facts or information; receives and conveys ideas, instructions, information by using appropriate language, method and manner to ensure the audience understands the message and takes necessary action. Makes clear and convincing oral presentations to individual or groups; listens effectively and clarifies information as needed.</li> </ol>	Library
3	GUIDANCE COUNSELOR I	VISCAB-GUIDC1-2-2008	11	242,148.00	Master's degree in Guidance and Counselling	None required	None required	RA 1080 (Guid. Counselor)*	<ol style="list-style-type: none"> <li><b>Change Adaptation</b> - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change. Adapting to different ways of thinking and doing things in a quick and a positive manner</li> <li><b>Gender Responsive Management</b> - Promotes enabling environment for gender equality and women empowerment by creating awareness of gender and development and formulating guidelines and strategies to address gender-related problems and issues</li> </ol>	Guidance

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 September 3, 2018.

- 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](http://www.csc.gov.ph);
- Performance rating in the present position for one (1) year (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

Dr. Manuel S. Rona  
College Dean  
VSU-Alangalang  
[msona@vsu.edu.ph](mailto:msona@vsu.edu.ph) / [sarah.chua@vsu.edu.ph](mailto:sarah.chua@vsu.edu.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.