

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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:

EDGARDO E. TULIN
/ (Head of Agency)
Date: August 6, 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 V (carpenter II)	ADAS- 66-2004	5	161,772	Elementary School Graduate	None required	None required	Carpenter (MC 10, 20136 - Cat II)*	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 and professionalism - 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 dilemmas for prompt and effective service. 4. 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. 5. Interpersonal skills - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results	VSU MAIN
2	Administrative Aide VI (Electrician II)	ADAG- 80-2004	6	172,080	High school graduate or completion of relevant vocational/trade course	None required	None required	Electrician (MC 10, s. 2013 - Cat II)*		VSU MAIN
3	Security Guard II	SECG2- 4-1998	5	161,772	High School Graduate	None required	None required	Security Guard License (MC 10, s. 2013 - Cat IV)		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 Aug. 16, 2018. Diverse applicants are encouraged to apply.

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.

Dr. Edgardo E. Tulin
/ (Head of Agency)
Director, ODAHRD/University President
ourdesiccano@yahoo.com; edgardo.tulin@vsu.edu.ph
ODAHRD, VSU, Visca, Baybay City, Leyte

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(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:

EDGARDO E. TULIN
1/(Head of Agency)

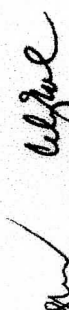
Date: August 6, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Education	Training	Experience	Eligibility	Qualification Standards		Place of Assignment
									Competency (if applicable)		
1	Administrative Aide V (Carpenter II)	ADA5-66-2004	5	161,772	Elementary School Graduate	None required	None required	Carpenter (MC 10, 20136 - Cat II)*	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 and professionalism - 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 dilemmas for prompt and effective service. 4. 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. 5. Interpersonal skills - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results	VSU MAIN	
2	Administrative Aide VI (Mechanical Plt Optr II)	ADA5-79-2004	6	172,080	High school graduate or completion of relevant vocational/trade course	None required	None required	Mechl Plt Optr (MC 10, s. 2013 - Cat II)*		VSU MAIN	
3	Security Guard II	SECG2-4-1998	5	161,772	High School Graduate	None required	None required	Security Guard License (MC 10, s. 2013 - Cat IV)		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 Sept. 4, 2018. Diverse applicants are encouraged to apply.

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.


Dr. Lourdes B. Cano/Dr. Edgardo E. Tulin
fourdesbcano@yahoo.com/edgardo.tulin@vsu.edu.ph
Director, ODAHRD/University President