

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: September 3, 2018

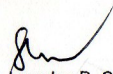
No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Aide VI	ADA6- 83-2004	6	172080	Completion of 2 years studies in college	None required	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 dilemmas for prompt and effective service.	VSU MAIN
2	Security Guard I	SECG1-14-1998	3	161,772	High School Graduate	None required	None required	Security Guard License (MC 10, s. 2013 - Cat	4. Planning and delivering - ability to plan programs, activities and projects to help attain the over all 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
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										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 **9/14/2018**. 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.


Dr. Lourdes B. Cano/Dr. Edgardo E. Tulin
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Director, ODAHRD/University President