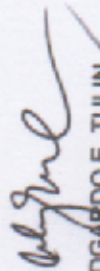


Electronic copy to be submitted to the CSC FO  
Excel format must be in MS

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: November 20, 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 I	ADA1-173-2004	1	126,120	Elementary School Graduate	None required	None required	None required	1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to ethical as well as moral standards of public office 2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction 3. Communication Savvy - Effectively delivers messages that simply focus on facts or information; 4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results 5. Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change. 6. Gender-responsive management - Promotes gender equality and women	VSU MAIN
2	Security Guard III	SECG3-3-2010	8	195,384	High School Graduate	1 year of relevant experience	4 hours of relevant training	Security Guard License (MC 10, s. 2013 Cat IV)**		VSU MAIN
3	Administrative Aide IV	ADA4-110-2004	4	152,088	Completion of 2 years studies in college	None required	None required	CS(Subprof.) 1st Level Elig.		VSU MAIN

Diverse but qualified applicants are encouraged to apply and should signify their interest in writing. Please attach the following documents to the application letter and send to the address below not later than Nov. 30, 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](http://www.csc.gov.ph);  
2. Performance rating in the present position for one (1) year (if applicable);  
3. Photocopy of certificate of eligibility/eligibility; 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  
[lourdescano@yahoo.com](mailto:lourdescano@yahoo.com)  
Director, ODAHRD, VSU, Visca, Baybay City, Leyte