


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) 10/25/18
October 25, 2018


Date:

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	Security Guard I	SECG1-4-1998	3	161,772	High School Graduate	None required	None required	Security Guard License (MC 10, s. 2013 - Cat	<ol style="list-style-type: none"> Commitment to following service excellence - complies with VU's standards of level of service delivery and with deep sense of responsibility to render excellent service for the satisfaction of clients Exemplifying integrity - complies with policies, rules and standards set by the university Solving problems and decision making - provides and offers timely solutions to problems and decision alternatives for prompt and effective service Planning and delivering - ability to plan, propose, achieve and projects to help attain the set of university's academic, practical and administrative Communicating and applying innovation - continuously innovates and finds ways to introduce new products and procedures that will result to ease of doing things for improved customer service Demonstrating personal effectiveness - recognizes personal strengths and gaps and is willing to utilize strengths to the core time, energy, resources and interventions to address competency gaps identified 	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 Nov. 5, 2018. Diverse applicants are encouraged to apply.

- 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;
- Performance rating in the present position for one (1) year (if applicable);
- Photocopy of certificate of eligibility/testing/loans; and
- 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. Calho Dr. Edgardo E. Tulin
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Director, ODAHRD/University President