

To: CIVIL SERVICE COMMISSION (CSC)

Request for Publication of Vacant Positions

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

This is to request for the publication of the following vacant positions of Visayas State University, Baybay, Leyte in the CSC website.

Date:

EDGARDO E. TULIN
(Head of Agency)
October 31, 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 II (Messenger)	ADA2-135-2004	2	134,400	Elementary School Graduate	None required	None required	None required (MC 10 s. 2013 Cat. III)**	1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office - level 1 2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer -satisfaction -level 1 3. Communication Savvy - Effectively delivers messages that imply focus on facts or information, level1 4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers -and clients, and work well in a team to achieve results level 1 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 level 1 6. Gender-responsive management - promotes gender equality and women level 1	VSU Main	
2	Administrative Aide III (Utility Worker II)	ADA3-196-2004	3	142,968	Elementary School Graduate	None required	None required	None required (MC 10 s. 2013 - Cat. III)**		VSU Main	
3	Administrative Aide VI (Welder II)	ADAA6-77-2004	6	172,080	Elementary School Graduate	1 year of relevant experience	None required	Welder (MC 10, s. 2013 - Cat. II)**		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 November 10, 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;
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/mail their application for: APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Dr. Lourdes B. CanoID, Edgardo E. Tulin
Director, ODAHRDUniversity President
odahrtd@vsu.edu.ph/edgardo.tulin@vsu.edu.ph
ODAHRD, VSU, Visca, Baybay City, Leyte


Republic of the Philippines

(Name of Agency)

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EDGARDO E. TULIN
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
October 31, 2018

No.	Position Title	Planilla Item No.	Salary/ Job/ Pay	Annual Salary	Education	Training	Experience	Eligibility	Qualification Standards	Competency (if applicable)	Place of Assignment
1	Media Production Specialist III	MPIX2-1-1998	15	348,120	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional Second Level)	<ol style="list-style-type: none"> 1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office - level 2 2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction - level 2 3. Communication Savvy - Effectively delivers messages that simply focus on facts or information; level 2 4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results - level 2 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 - level 2 6. Gender-responsive management - Promo gender equality and women - level 1 	<ol style="list-style-type: none"> 1. ICT Management Implements the effective identification, selection, acquisition, development, utilization, and protection of technologies. In accordance with the mandate of the unit, that will result to efficient and effective delivery of services by ensuring responsiveness to the needs of stakeholder. -level 2 2. Report Writing Prepares and produces reports and other documents such as proposals, policies, guidelines or procedures and manuals in a clear, concise and coherent manner and in accordance with VSU standards that ensures proper documentation and presentation of information for an effective and efficient information -utilization and management -level 2 	VSU Main

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Dr. Lotides B. Cano/Dr. Edgardo E. Tulin
edehra@vsu.edu.ph / ulint@vsu.edu.ph
Director, ODA-HRD/University President
VSU, Visca, Baybay City, Leyte

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