

Republic of the Philippines
VISAYAS STATE UNIVERSITY
Request for Publication of Vacant Positions

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the VISAYAS STATE UNIVERSITY in the CSC website.


FE DAPHNEY C. RAMOS
Head, OHRM

Date: 8/1/2023

No	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Education	Training	Experience	Qualification Standards		Place of Assignment
								Eligibility	Competency (if applicable)	
1	Administrative Officer V	VISCAB-ADOF5-1-2005	18	46,725.00	Bachelor's Degree (Preferably with LAW Units)	8 hours of relevant training (Preferably has attended PMASUC, PAGBA, LARGE and RACCS Seminars)	3 years of relevant experience (Preferably in Government Agency)	CSC (Professional) Second Level Eligibility	<p>Core:</p> <ol style="list-style-type: none"> 1. Exemplifying Integrity and Professionalism- Level 2 2. Delivering Service Excellence- Level 2 3. Communication Savvy- Level 2 4. Interpersonal Relationship Management- Level 2 5. Change Adaptation- Level 2 6. Gender Responsive Management- Level 1 <p>Functional:</p> <ol style="list-style-type: none"> 1. Administrative Services Management - Level 2 2. Accounting Management- Level 2 3. Critical Thinking and Problem-Solving - Level 2 4. Documents and Records Management - Level 3 5. Monitoring and Evaluation - Level 3 6. Peer Mentoring - Level 2 7. Use of ICT Management - Level 3 8. Process Management - Level 3 9. Report Writing - Level 2 	VSU -Isabel, Marvel, Isabel, Leyte
2	Accountant II	VISCAB-A2-131-2023	16	39,672.00	Bachelor's Degree in Commerce/Bus. Adm. Major in Accounting	4 hours of relevant training (Preferably has attended LARGE, Phil. Standards On Auditing & Rules & Regulations on Settlement of Accounts & Revised Rules of Procedure)	1 year of relevant experience (Preferably in Government Accounting Office)	RA 1080	<p>Core:</p> <ol style="list-style-type: none"> 1. Exemplifying Integrity and Professionalism- Level 2 2. Delivering Service Excellence- Level 2 3. Communication Savvy- Level 2 4. Interpersonal Relationship Management- Level 2 5. Change Adaptation- Level 2 6. Gender Responsive Management- Level 1 <p>Functional:</p> <ol style="list-style-type: none"> 1. Administrative Services Management - Level 2 2. Accounting Management- Level 2 3. Critical Thinking and Problem-Solving - Level 2 4. Documents and Records Management - Level 3 5. Monitoring and Evaluation - Level 3 6. Peer Mentoring - Level 2 7. Use of ICT Management - Level 3 8. Process Management - Level 3 9. Report Writing - Level 2 	-do-

3	Administrative Officer IV (Budget Officer II)	VISCAB-ADOF4-32-2023	15	36,619.00	Bachelor's Degree	4 hours of relevant training (Preferably attended ANAC, PAGBA, GAM & Public Financial Management Seminars)	3 years of relevant experience (Preferably in Budget Office of a Government Agency)	CSC (Professional) Second Level Eligibility	Core: 1. Exemplifying Integrity and Professionalism- Level 2 2. Delivering Service Excellence- Level 2 3. Communication Savvy- Level 2 4. Interpersonal Relationship Management- Level 2 5. Change Adaptation- Level 2 6. Gender Responsive Management- Level 1 Functional: 1. Administrative Services Management- Level 2 2. Accounting Management- Level 2 3. Critical Thinking and Problem-Solving - Level 2 4. Documents and Records Management - Level 3 5. Monitoring and Evaluation - Level 3 6. Peer Mentoring - Level 2 7. ICT Management - Level 2 8. Process Management - Level 3 9. Report Writing - Level 2	-do-
4	Administrative Officer IV (Human Resource Management II)	VISCAB-ADOF4-31-2023	15	36,619.00	Bachelor's Degree	4 hours of relevant training (Preferably has attended ORAH ORAH & LARGE Seminars)	3 years of relevant experience (Preferably in HR Office of a Government Agency)	CSC (Professional) Second Level Eligibility		-do-
5	Administrative Officer III (Procurement)	VISCAB-ADOF3-40-2023	14	33,843.00	Bachelor's Degree	4 hours of relevant training (Preferably has attended the GPPB Rules Stipulated in RA9184 Seminar)	3 years of relevant experience (Preferably in Procurement Office)	CSC (Professional) Second Level Eligibility		-do-
6	Administrative Officer III (Cashier II)	VISCAB-ADOF3-39-2023	14	33,843.00	Bachelor's Degree (Preferably related to the Job/Business Courses)	4 hours of relevant training (Preferably has attended training on ANAC)	3 years of relevant experience (Preferably in Government Agency)	CSC (Professional) Second Level Eligibility		-do-

7	Administrative Officer II (Human Resource Management I)	VISCAB-ADOF2-48-2023	11	27,000.00	Bachelor's Degree	None Required (Preferably attended PRIME HRM Seminar/Orientation)	3 years of relevant experience (Preferably has experience in processing payroll through LBP System and in HR Office of a Government Agency)	CSC (Professional) Second Level Eligibility	-do-	-do-
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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 August 10, 2023.

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 last rating period (if applicable);
 3. Photocopy of certificate of eligibility/rating/license; and
 4. Photocopy of Transcript of Records.
5. This Office highly encourages all interested and qualified applicants and promotes equal employment to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression(SOGIE).
6. Willing to accept additional administrative and other related functions.
- QUALIFIED next-in-rank staff are automatically considered as candidates for the position.**

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:


 LUZVIMINDA A. TAJOS
 Chairperson
 VSU-Isabel, Mariveles, Isabel, Leyte
isabel.ohrm@vsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.