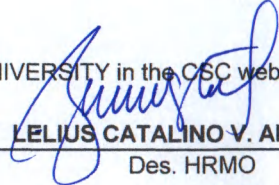


Republic of the Philippines
VISAYAS STATE UNIVERSITY
Request for Publication of Vacant Positions

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:


LELIUS CATALINO V. APOSTOL

Des. HRMO

Date: 01/15/2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer V (Administrative Officer III)	VISCAB-ADOF5-24-2023	18	46,725.00	Bachelor's Degree (preferably with Masters degree relevant to the job)	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) 2nd Level Eligibility	Core: 1. Exemplifying Integrity and Professionalism - Level 2; 2. Delivering Service Excellence- Level 2; 3. Communication Savy- Level 2; 4. Interpersonal relationship management- Level 2; 5. Change Adaptation- Level 2 6. Gender Responsive Management- Level 2 Functional: 1. Administrative Services Management- Level 2 2. Critical Thinking and Problem Solving- Level 2 3. Documents and Records Management- Level 3 4. Use of Information and Communications Technology- Level 2 5. Monitoring and Evaluation- Level 3 6. Process Management- Level 3 7. Resource Mobilization Management- Level 2	VSU TOLOSA (Chancellor's Office)
2	Administrative Officer IV (Human Resource Management II)	VISCAB-ADOF4-23-2004	15	36,619.00	Bachelor's degree	4 hours of relevant training (Preferably on CSC organized HRM trainings)	1 year of relevant experience (preferably in HRM)	Career Service (Professional) 2nd Level Eligibility	Core: 1. Exemplifying Integrity and Professionalism - Level 2; 2. Delivering Service Excellence- Level 2; 3. Communication Savy- Level 2; 4. Interpersonal relationship management- Level 2; 5. Change Adaptation- Level 2 6. Gender Responsive Management- Level 2 Functional: 1. Administrative Services Management- Level 2 2. Critical Thinking and Problem Solving- Level 2 3. Documents and Records Management- Level 3 4. Use of Information and Communications Technology- Level 2 5. Human Resource Management and Development- Level 3 6. Monitoring and Evaluation- Level 3 7. Resource Mobilization Management- Level 2	VSU TOLOSA (HRM Office)

3 ✓	Administrative Officer IV (Budget Officer II)	VISCAB-ADOF4-30-2023	15	36,619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) 2nd Level Eligibility	Core: 1.Exemplifying Integrity and Professionalism - Level 2; 2. Delivering Service Excellence- Level 2; 3. Communication Savy- Level 2; 4. Interpersonal relationship management- Level 2; 5. Change Adaptation- Level 2 6. Gender Responsive Management- Level 2 Functional: 1. Administrative Services Management- Level 2 2. Budget Management- Level 2 3. Critical Thinking and Problem Solving- Level 2 4. Documents and Records Management- Level 3 5. Use of Information and Communications Technology- Level 2 6. Monitoring and Evaluation- Level 3 7. Resource Mobilization Management- Level 2	VSU TOLOSA (Budget Office)
4 ✓	Administrative Officer III (Cashier II)	VISCAB-ADOF3-37-2023	14	33,843.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) 2nd Level Eligibility	Core: 1.Exemplifying Integrity and Professionalism - Level 2; 2. Delivering Service Excellence- Level 2; 3. Communication Savy- Level 2; 4. Interpersonal relationship management- Level 2; 5. Change Adaptation- Level 2 6. Gender Responsive Management- Level 2 Functional: 1. Administrative Services Management- Level 2 2. Critical Thinking and Problem Solving- Level 2 3. Documents and Records Management- Level 3 4. Use of Information and Communications Technology- Level 2 5. Monitoring and Evaluation- Level 3 6. Resource Mobilization Management- Level 2	VSU TOLOSA (Cashier's Office)
5 ✓	Administrative Officer III (Supply Officer II)	VISCAB-ADOF3-38-2023	14	33,843.00	Bachelor's Degree	4 hours of relevant training (Preferably has attended the RA 9184 training)	1 year of relevant experience (preferably in Procurement)	Career Service (Professional) 2nd Level Eligibility	Core: 1.Exemplifying Integrity and Professionalism - Level 2; 2. Delivering Service Excellence- Level 2; 3. Communication Savy- Level 2; 4. Interpersonal relationship management- Level 2; 5. Change Adaptation- Level 2 6. Gender Responsive Management- Level 2 Functional: 1. Administrative Services Management- Level 2 2. Critical Thinking and Problem Solving- Level 2 3. Documents and Records Management- Level 3 4. Use of Information and Communications Technology- Level 2 5. Monitoring and Evaluation- Level 3 6. Procurement Management- Level 3 7. Resource Mobilization Management- Level 2	VSU TOLOSA (Cashier's Office)

6	Accountant II	VISCAB-A2-128-2023	16	39,672.00	Bachelor's Degree in Commerce/ Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	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 Savy- Level 2; 4. Interpersonal relationship management- Level 2; 5. Change Adaptation- Level 2 6. Gender Responsive Management- Level 2 <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. Use of Information and Communications Technology- Level 2 6. Monitoring and Evaluation- Level 3 7. Procurement Management- Level 3 8. Resource Mobilization Management- Level 2 	VSU TOLOSA (Accounting Office)
7	Guidance Counselor I	VISCAB-GUIDC1-1-1998	11	27,000.00	Masteral degree in Guidance and Counselling	None Required	None Required	RA 1080 (Guidance Counselor)	<p>Core:</p> <ol style="list-style-type: none"> 1.Exemplifying Integrity and Professionalism - Level 2; 2. Delivering Service Excellence- Level 2; 3. Communication Savy- Level 2; 4. Interpersonal relationship management- Level 2; 5. Change Adaptation- Level 2 6. Gender Responsive Management- Level 2 <p>Functional:</p> <ol style="list-style-type: none"> 1. Administrative Services Management- Level 2 2. Critical Thinking and Problem Solving- Level 2 3. Documents and Records Management- Level 3 4. Use of Information and Communications Technology- Level 2 5. Monitoring and Evaluation- Level 3 6. Resource Mobilization Management- Level 2 	VSU TOLOSA (Office of Student Services)
8	Administrative Officer II (Human Resource Management Officer I)	ADOF2-47-2023	11	27,000.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) 2nd 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 Savy- Level 2; 4. Interpersonal relationship management- Level 2; 5. Change Adaptation- Level 2 6. Gender Responsive Management- Level 2 <p>Functional:</p> <ol style="list-style-type: none"> 1. Administrative Services Management- Level 2 2. Critical Thinking and Problem Solving- Level 2 3. Documents and Records Management- Level 3 4. Use of Information and Communications Technology- Level 2 5. Human Resource Management and Development- Level 2 6. Monitoring and Evaluation- Level 3 7. Resource Mobilization Management- Level 2 	VSU TOLOSA (HRM Office)

9	Administrative Assistant III (Senior Bookkeeper)	VISCAB-ADAS3-35-2004	9	21,211.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First 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 Savy- 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 1 2. Accounting Management- Level 1 3. Critical Thinking and Problem Solving- Level 1 4. Documents and Records Management- Level 1 5. Use of Information and Communications Technology- Level 1 6. Process Management- Level 1 7. Resource Mobilization Management- Level 1 	VSU Tolosa (Accounting Office)
10	Administrative Assistant II (Budgeting Assistant)	VISCAB-ADAS2-71-2023	8	19,744.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First 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 Savy- 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 1 2. Budget Management- Level 1 3. Critical Thinking and Problem Solving- Level 1 4. Documents and Records Management- Level 1 5. Use of Information and Communications Technology- Level 1 6. Process Management- Level 1 7. Resource Mobilization Management- Level 1 	VSU TOLOSA (Budget Office)
11	Administrative Assistant II (Property Custodian)	VISCAB-ADAS2-72-2023	8	19,744.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First 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 Savy- 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 1 2. Critical Thinking and Problem Solving- Level 1 3. Documents and Records Management- Level 1 4. Use of Information and Communications Technology- Level 1 5. Process Management- Level 1 6. Propety and Supply Management- Level 1 7. Resource Mobilization Management- Level 1 	VSU TOLOSA (Supply Office)
12	Administrative Assistant I (Computer Operator I)	VISCAB-ADAS1-85-2023	7	18,620.00	Completion of 2 years studies in college or High School Graduate with relevant vocational/ trade course	None Required	None Required	Career Service (Subprofessional) First 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 Savy- 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 1 2. Critical Thinking and Problem Solving- Level 1 3. Documents and Records Management- Level 1 4. Use of Information and Communications Technology- Level 1 5. Process Management- Level 1 6. Propety and Supply Management- Level 1 7. Resource Mobilization Management- Level 1 	VSU TOLOSA (Procurement Office)

13	Administrative Aide VI (Clerk III)	VISCAB-ADA6-95-2023	6	17,553.00	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional) First 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 Savy- 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 1 2. Critical Thinking and Problem Solving- Level 1 3. Documents and Records Management- Level 1 4. Use of Information and Communications Technology- Level 1 5. Process Management- Level 1 6. Resource Mobilization Management- Level 1 	VSU TOLOSA (Chancellor's Office)
14	Administrative Aide VI (Clerk III)	VISCAB-ADA6-96-2023	6	17,553.00	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional) First 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 Savy- 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 1 2. Critical Thinking and Problem Solving- Level 1 3. Documents and Records Management- Level 1 4. Use of Information and Communications Technology- Level 1 5. Process Management- Level 1 6. Resource Mobilization Management- Level 1 	VSU TOLOSA (HRMO)
15	Administrative Aide VI (Clerk III)	VISCAB-ADA6-97-2023	6	17,553.00	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional) First 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 Savy- 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 1 2. Critical Thinking and Problem Solving- Level 1 3. Documents and Records Management- Level 1 4. Use of Information and Communications Technology- Level 1 5. Process Management- Level 1 6. Resource Mobilization Management- Level 1 	VSU TOLOSA (Record's Office)
16	Administrative Aide VI (Clerk III)	VISCAB-ADA6-98-2023	6	17,553.00	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional) First 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 Savy- Level 2; 4. Interpersonal relationship management- Level 2; 5. Change Adaptation- Level 2 6. Gender Responsive Management- Level 2 <p>Functional:</p> <ol style="list-style-type: none"> 1. Administrative Services Management- Level 2 2. Critical Thinking and Problem Solving- Level 2 3. Documents and Records Management- Level 3 4. Use of Information and Communications Technology- Level 2 5. Monitoring and Evaluation- Level 3 6. Procurement Management- Level 3 7. Resource Mobilization Management- Level 2 	VSU TOLOSA (Accounting Office)

17	Administrative Aide VI (Clerk III)	VISCAB-ADA6-99-2023	6	17,553.00	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	Core: 1. Exemplifying Integrity and Professionalism - Level 2; 2. Delivering Service Excellence- Level 2; 3. Communication Savy- 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 1 2. Critical Thinking and Problem Solving- Level 1 3. Documents and Records Management- Level 1 4. Use of Information and Communications Technology- Level 1 5. Process Management- Level 1 6. Resource Mobilization Management- Level 1	VSU TOLOSA (Budget Office)
18	Administrative Aide IV (Clerk II)	VISCAB-ADA4-125-2023	4	15,586.00	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	Core: 1. Exemplifying Integrity and Professionalism - Level 2; 2. Delivering Service Excellence- Level 2; 3. Communication Savy- 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 1 2. Critical Thinking and Problem Solving- Level 1 3. Documents and Records Management- Level 1 4. Use of Information and Communications Technology- Level 1 5. Process Management- Level 1 6. Resource Mobilization Management- Level 1	VSU TOLOSA (Chancellor's Office)

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 January 25, 2024.

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.

"This office highly encourages all interested and qualified applicants and promotes equal employment opportunity 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)."

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

LELIUS CATALINO V. APOSTOL
 Director, Administration & Finance
 Visayas State University-Tolosa, Tanghas
tolosa.hrmo@vsu.edu.ph

Noted:

QUENSTEIN D. LAUZON
 Chancellor

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.