

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

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Visayas State University-Villaba in the CSC website:



MARIA JEHAN P. LIBRE
(Head of Agency)
Date: 14-Sep-21

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Administrative Assistant IV (Bookkeeper)	VISCAB-ADASA4-2-2011	10	21,205.00	Completion of Two years Studies in College	4 hours relevant training	3 years relevant experience	Career Service (Sub-professional) First Level Eligibility		VSU - Villaba

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 9/28/2021.

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/rating/license; and
4. Photocopy of Transcript of Records.

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



MARIA JEHAN P. LIBRE/AURORA K. CARRIO
Chancellor HRMA
Visayas State University-Villaba

jehan.libre@vsu.edu.ph/auroracarrpio56@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.