

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:


MARIA JEHAN P. LIBRE
(Head of Agency)

Date: October 11, 2022

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 III	VISCAB-ADOF3-1-2011	14	32321	Bachelor's Degree	4 hours of relevant training	1 year of relevant training	Career Service (Professional) Second Level Eligibility	All core competencies of the university and the identified functional competencies of the administrative staff needed by the hiring department.	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 October 21, 2022

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 trainings;
4. Photocopy of security guard license.
5. This office encourage all interested 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:

DAPHNE LAINE D. AYO
HRMA
Visayas State University-Villaba
villaba@vsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.