

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:



SARAH M. CHUA
HRMO

Date: 12/21/2023

No.	Position Title (Parent/technical 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-ADOF5-25- 2023	18	46725.00	Bachelor's Degree (preferably with Master's degree relevant to the Job)	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	ALL Core Competencies of the university: 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; and applicable Functional & Leadership competencies according to level as required of the position	VSU Alangalang

2	ACCOUNTANT II	VISCAB-A2-129-2023	16	39962.00	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080	ALL Core Competencies of the university: 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 and applicable Functional competencies , according to level as required of the position	VSU Alangalang
3	ADMINISTRATIVE OFFICER IV (Budget Officer II)	VISCAB-ADOF4-33-2023	15	36619.00	Bachelor's Degree relevant to the job (preferably with Master's degree relevant to the Job)	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	-do-	VSU Alangalang
4	ADMINISTRATIVE OFFICER III (Cashier II)	VISCAB ADOF3-41-2023	14	33843.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	-do-	VSU Alangalang
5	ADMINISTRATIVE OFFICER III (Senior Admin. Assistant II)	VISCAB ADOF3-42-2023	14	33843.00	Completion of 2 years studies in college	16 hours of relevant training	3 years of relevant experience	Career Service (Sub-Professional) First Level Eligibility		VSU Alangalang
6	ADMINISTRATIVE OFFICER I (Records Officer I)	VISCAB ADOF1-51-2023	10	23176.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	-do-	VSU Alangalang
7	ADMINISTRATIVE OFFICER I (Supply Officer I)	VISCAB ADOF1-52-2023	10	23176.00	Bachelor' Degree	None required	None required	Career Service (Professional) Second Level Eligibility	-do-	VSU Alangalang
8	ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)	VISCAB ADAS3-62-2023	9	21211.90	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	-do-	VSU Alangalang
9	ADMINISTRATIVE ASSISTANT II (Property Custodian)	VISCAB ADAS2-76-2023	8	19744.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	-do-	VSU Alangalang

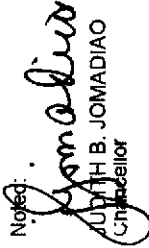
10	ADMINISTRATIVE ASSISTANT I (Computer Operator I)	VISCAB ADAS1-87-2023	7	18620.00	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service(Subprofessional) Data Encoder (MC 11, s. 96- Cat I) First Level Eligibility	-do-	VSU Alangalang
11	ADMINISTRATIVE AIDE VI (Clerk III)	VISCAB-ADA6-106-2023	6	17553.00	Completion of 2 years studies in college	None Required	None Required	Career Service(Subprofessional) First Level Eligibility	-do-	VSU Alangalang
12	ADMINISTRATIVE AIDE VI (Clerk III)	VISCAB-ADA6-107-2023	6	17553.00	Completion of 2 years studies in college	None Required	None Required	Career Service(Subprofessional) First Level Eligibility	-do-	VSU Alangalang
13	ADMINISTRATIVE AIDE VI (Clerk III)	VISCAB-ADA6-108-2023	6	17553.00	Completion of 2 years studies in college	None Required	None Required	Career Service(Subprofessional) First Level Eligibility	-do-	VSU Alangalang
14	ADMINISTRATIVE AIDE VI (Clerk III)	VISCAB-ADA6-109-2023	6	17553.00	Completion of 2 years studies in college	None Required	None Required	Career Service(Subprofessional) First Level Eligibility	-do-	VSU Alangalang
15	ADMINISTRATIVE AIDE VI (Clerk II)	VISCAB-ADA4-126-2023	4	15586.00	Completion of 2 years studies in college	None Required	None Required	Career Service(Subprofessional) First Level Eligibility	-do-	VSU Alangalang

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 December 31, 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, Diploma, Certificate of Employment, Certificate of Trainings, Service Record (as applicable)
5. This office highly encourage 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:

SARAH M. CHUA
 AO IV/HRMO, Designate
 Alangalang, Leyte
alangalang.hrmo@vsu.edu.ph

Noted:

 JUDITH B. JOMADIO
 Chancellor

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.