

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 filed, at the VISAYAS STATE UNIVERSITY in the CSC website:

DAPHNE LAINE D. AYO

HRMA

Date:

February 7, 2024

No.	Position Title (Parenthetical Title, if applicable)	Planilla 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-ADOF5-23-2023	18	46,725.00	Bachelors Degree preferably with Masters degree relevant to the job)	8 hours of relevant training	2 years of relevant experience (Preferably with supervisory experience in a government agency)	Career Service (Professional) Second Level Eligibility	Core: 1. Exemplifying Integrity and Professionalism - Level 2 2. Delivering Services Excellence - Level 2 3. Communication Savy - Level 2 4. Interpersonal relationship management - Level 2; 5. Change Adaptation - Level 2; 6. Gender Responsiveness 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 Villaba (Chancellor's Office)
2	Accountant II	VISCAB-A2-130-2023	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 (Certified Public Accountant)	Core: 1. Exemplifying Integrity and Professionalism - Level 2; 2. Delivering Services Excellence - Level 2; 3. Communication Savy - Level 2; 4. Interpersonal relationship management - Level 2; 5. Change Adaptation - Level 2; 6. Gender Responsiveness 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 Villaba (Accounting Office)

3	Administrative Officer IV (Human Resource Management Officer II)	VISCAB- ADOF4-28- 2023	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) Second Level Eligibility	<p>Core:</p> <ol style="list-style-type: none"> 1. Exemplifying Integrity and Professionalism - Level 2 2. Delivering Services Excellence - Level 2 3. Communication Savvy - Level 2 4. Interpersonal relationship management - Level 2 5. Change Adaptation - Level 2 6. Gender Responsiveness 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. Process Management - Level 3 7. Resource Mobilization Management - Level 2 	VSU Villaba (HRM Office)
4	Administrative Officer IV (Budget Officer II)	VISCAB- ADOF4-29- 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) Second Level Eligibility	<p>Core:</p> <ol style="list-style-type: none"> 1. Exemplifying Integrity and Professionalism - Level 2 2. Delivering Services Excellence - Level 2 3. Communication Savvy - Level 2 4. Interpersonal relationship management - Level 2 5. Change Adaptation - Level 2 6. Gender Responsiveness 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. Process Management - Level 3 7. Resource Mobilization Management - Level 2 	VSU Villaba (Budget Office)
5	Administrative Officer III (Supply Officer II)	VISCAB- ADOF3-36- 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 office of a government agency)	Career Service (Professional) Second Level Eligibility	<p>Core:</p> <ol style="list-style-type: none"> 1. Exemplifying Integrity and Professionalism - Level 2 2. Delivering Services Excellence - Level 2 3. Communication Savvy - Level 2 4. Interpersonal relationship management - Level 2 5. Change Adaptation - Level 2 6. Gender Responsiveness 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. Process Management - Level 3 7. Resource Mobilization Management - Level 2 	VSU Villaba (Procurement Office)

6	Administrative Officer II (Human Resource Management Officer I)	VISCAB-ADOF2-46-2023	11	27,000.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> Core: 1. Exemplifying Integrity and Professionalism - Level 2 2. Delivering Services Excellence - Level 2 3. Communication Savvy - Level 2 4. Interpersonal relationship management - Level 2 5. Change Adaptation - Level 2 6. Gender Responsiveness 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 Villaba (HRM Office)
7	Administrative Officer I (Records Officer I)	VISCAB-ADOF1-36-2004	10	23,176.00	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> Core: 1. Exemplifying Integrity and Professionalism - Level 2 2. Delivering Services Excellence - Level 2 3. Communication Savvy - Level 2 4. Interpersonal relationship management - Level 2 5. Change Adaptation - Level 2 6. Gender Responsiveness Management - Level 2 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. Monitoring and Evaluation - Level 1 6. Process Management - Level 1 7. Resource Mobilization Management - Level 1 	VSU Villaba (Records Office)
8	Administrative Assistant III (Senior Bookkeeper)	VISCAB-ADAS3-61-2023	9	21,211.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience (preferably with bookkeeping)	Career Service (Subprofessional) First Level Eligibility	<ul style="list-style-type: none"> Core: 1. Exemplifying Integrity and Professionalism - Level 2 2. Delivering Services Excellence - Level 2 3. Communication Savvy - Level 2 4. Interpersonal relationship management - Level 2 5. Change Adaptation - Level 2 6. Gender Responsiveness 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. Monitoring and Evaluation - Level 1 6. Process Management - Level 1 7. Resource Mobilization Management - Level 1 	VSU Villaba (Accounting Office)

9	Administrative Assistant II (Disbursing Officer II)	VISCAB-ADAS2-68-2023	8	19,744.00	Completion of two 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 Services Excellence - Level 2 3. Communication Savvy - Level 2 4. Interpersonal relationship management - Level 2 5. Change Adaptation - Level 2 6. Gender Responsiveness 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. Monitoring and Evaluation - Level 1 6. Process Management - Level 1 7. Resource Mobilization Management - Level 1 	VSU Villaba (Cashier's Office)
10	Administrative Assistant II (Property Custodian)	VISCAB-ADAS2-69-2023	8	19,744.00	Completion of two 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 Services Excellence - Level 2 3. Communication Savvy - Level 2 4. Interpersonal relationship management - Level 2 5. Change Adaptation - Level 2 6. Gender Responsiveness 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. Monitoring and Evaluation - Level 1 6. Process Management - Level 1 7. Resource Mobilization Management - Level 1 	VSU Villaba (Supply Office)
11	Administrative Assistant II (Budgeting Assistant)	VISCAB-ADAS2-70-2023	8	19,744.00	Completion of two 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 Services Excellence - Level 2 3. Communication Savvy - Level 2 4. Interpersonal relationship management - Level 2 5. Change Adaptation - Level 2 6. Gender Responsiveness 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. Monitoring and Evaluation - Level 1 6. Process Management - Level 1 7. Resource Mobilization Management - Level 1 	VSU Villaba (Budget Office)

12	Administrative Assistant I (Computer Operator I)	VISCAB-ADAS1-84-2023	7	18,620.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	<ul style="list-style-type: none"> Core: 1. Exemplifying Integrity and Professionalism - Level 2 2. Delivering Services Excellence - Level 2 3. Communication Savvy - Level 2 4. Interpersonal relationship management - Level 2 5. Change Adaptation - Level 2 6. Gender Responsiveness Management - Level 1 <ul style="list-style-type: none"> 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. Monitoring and Evaluation - Level 1 6. Process Management - Level 1 7. Resource Mobilization Management - Level 1 	VSU Villaba (Procurement Office)
13	Administrative Aide VI (Clerk III)	VISCAB-ADA6 89-2023	6	17,553.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	<ul style="list-style-type: none"> Core: 1. Exemplifying Integrity and Professionalism - Level 2 2. Delivering Services Excellence - Level 2 3. Communication Savvy - Level 2 4. Interpersonal relationship management - Level 2 5. Change Adaptation - Level 2 6. Gender Responsiveness Management - Level 1 <ul style="list-style-type: none"> 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. Monitoring and Evaluation - Level 1 6. Process Management - Level 1 7. Resource Mobilization Management - Level 1 	VSU Villaba (Chancellor's Office)
14	Administrative Aide VI (Clerk III)	VISCAB-ADA6 90-2023	6	17,553.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	<ul style="list-style-type: none"> Core: 1. Exemplifying Integrity and Professionalism - Level 2 2. Delivering Services Excellence - Level 2 3. Communication Savvy - Level 2 4. Interpersonal relationship management - Level 2 5. Change Adaptation - Level 2 6. Gender Responsiveness Management - Level 1 <ul style="list-style-type: none"> 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. Monitoring and Evaluation - Level 1 6. Process Management - Level 1 7. Resource Mobilization Management - Level 1 	VSU Villaba (Cashier's Office)

15	Administrative Aide VI (Clerk III)	VISCAB-ADDA6 91-2023	6	17,553.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	<ul style="list-style-type: none"> Core: 1. Exemplifying Integrity and Professionalism - Level 2 2. Delivering Services Excellence - Level 2 3. Communication Savvy - Level 2 4. Interpersonal relationship management - Level 2 5. Change Adaptation - Level 2 6. Gender Responsiveness Management - Level 1 <ul style="list-style-type: none"> 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. Monitoring and Evaluation - Level 1 6. Process Management - Level 1 7. Resource Mobilization Management - Level 1 	VSU Villaba (HRMO)
16	Administrative Aide VI (Clerk III)	VISCAB-ADDA6 92-2023	6	17,553.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	<ul style="list-style-type: none"> Core: 1. Exemplifying Integrity and Professionalism - Level 2 2. Delivering Services Excellence - Level 2 3. Communication Savvy - Level 2 4. Interpersonal relationship management - Level 2 5. Change Adaptation - Level 2 6. Gender Responsiveness Management - Level 1 <ul style="list-style-type: none"> 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. Monitoring and Evaluation - Level 1 6. Process Management - Level 1 7. Resource Mobilization Management - Level 1 	VSU Villaba (Records Office)
17	Administrative Aide VI (Clerk III)	VISCAB-ADDA6 93-2023	6	17,553.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	<ul style="list-style-type: none"> Core: 1. Exemplifying Integrity and Professionalism - Level 2 2. Delivering Services Excellence - Level 2 3. Communication Savvy - Level 2 4. Interpersonal relationship management - Level 2 5. Change Adaptation - Level 2 6. Gender Responsiveness Management - Level 1 <ul style="list-style-type: none"> 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. Monitoring and Evaluation - Level 1 6. Process Management - Level 1 7. Resource Mobilization Management - Level 1 	VSU Villaba (Accounting Office)

18	Administrative Aide VI (Clerk III)	VISCAB-ADA6 94-2023	6	17,553.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	<p>Core:</p> <ul style="list-style-type: none"> 1. Exemplifying Integrity and Professionalism - Level 2 2. Delivering Services Excellence - Level 2 3. Communication Savy - Level 2 4. Interpersonal relationship management - Level 2 5. Change Adaptation - Level 2 6. Gender Responsiveness Management - Level 1 <p>Functional:</p> <ul 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. Monitoring and Evaluation - Level 1 6. Process Management - Level 1 7. Resource Mobilization Management - Level 1 	VSU Villaba (Budget 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 February 17, 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.
5. This office encourage all interested and promotes equal employment opportunity 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)."
- This is a re-publication of the vacancy, thus, those already filed their application earlier are considered applicants and not need to apply.**
- QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

DAPHNE LAINE D. AYO

HRMA

Visayas State University-Villaba

daphne.ayo@vsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.