

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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:

  
**HONEY SOFIA V. COLIS**  
HRMO

Date: July 6, 2023

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	ADOF5-26-2023	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training preferably on RA 9184	2 years of relevant experience preferably on actual government procurement process & supervisory role	Career Service (Professional) Second Level Eligibility	<b>Core:</b> 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  <b>Functional:</b> 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 (ICT) - Level 2 5. Monitoring and Evaluation - Level 3 6. Procurement Management- Level 3 7. Resource Mobilization Management- Level 2 8. Process Management - Level 3 9. Sharing Expertise and Linkaging - Level 2	VSU Main

2	Administrative Officer III	ADOF3-45-2023	14	33843	Bachelor's degree relevant to the job	4 hours of relevant training preferably on RA 9184	1 years of relevant experience preferably on actual government procurement process	Career Service (Professional) Second Level Eligibility	<p><b>Core:</b></p> <ol style="list-style-type: none"> <li>1. Exemplifying Integrity and Professionalism - Level-2</li> <li>2. Delivering Service Excellence - Level-2</li> <li>3. Communication Savvy - Level-2</li> <li>4. Interpersonal relationship management - Level-2</li> <li>5. Change Adaptation - Level-2</li> <li>6. Gender-responsive management - Level-1</li> </ol> <p><b>Functional:</b></p> <ol style="list-style-type: none"> <li>1. Administrative Services Management- Level-2</li> <li>2. Critical Thinking and Problem Solving - Level - 2</li> <li>3. Documents and Records Management- Level - 3</li> <li>4. Use of Information and Communications Technology (ICT) - Level 2</li> <li>5. Monitoring and Evaluation - Level 3</li> <li>6. Procurement Management- Level 3</li> <li>7. Resource Mobilization Management- Level 2</li> </ol>	VSU Main
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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 July 17, 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](http://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. Certificate of Employment or Service Record, for external applicants.
6. 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 encouraged to submit via online through [jobs.vsu.edu.ph](http://jobs.vsu.edu.ph)**  
**Qualified next-in-rank staff are automatically considered as candidates for the position.**

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

**HONEY SOFIA V. COLIS**  
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 Director, HRMO  
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 VSU, Baybay City, Leyte  
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[jobs.vsu.edu.ph](http://jobs.vsu.edu.ph)  
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**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**