

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: June 6, 2024

| No. | Position Title<br>(Parenthetical<br>Title, if<br>applicable) | Plantilla Item No. | Salary/<br>Job/<br>Pay<br>Grade | Monthly<br>Salary | Qualification Standards |  |  |   |   | Place of<br>Assignment |
|-----|--|--------------------|---------------------------------|-------------------|-------------------------|--|--|---|---|------------------------|
|     |  |                    |                                 |                   | Education               | Training   | Experience   | Eligibility   | Competency<br>(if applicable)   |                        |
| 1   | Administrative<br>Officer III<br>(Executive<br>Assistant I)  | ADOF3-20-2004      | 14                              | 33843             | Bachelor's Degree       | 4 hours of training<br><br>(preferably<br>trainings on<br>administrative<br>services such as<br>HR, Procurement,<br>Records Mgmt,<br>Supply & Property,<br>Cash<br>Administration,<br>General Services<br>& Supervisory<br>Development<br>Course by CSC) | 1 year of<br>experience<br><br>(preferably in<br>administrative<br>services) | Career Service<br>(Professional)<br>Second Level<br>Eligibility | Core:<br>1. Exemplifying Integrity and Professionalism - Level 2<br>2. Delivering Service Excellence - Level 2<br>3. Communication Savvy - Level 2<br>4. Interpersonal relationship management - Level 2<br>5. Change Adaptation- Level 2<br>6. Gender-responsive management - Level 1<br><br>Functional:<br>1. Critical Thinking and Problem Solving - Level 2<br>2. Use of Information and Communications Technology (ICT)- Level 2<br>3. Fiscal Management - Level 3<br>4. Resource Mobilization Management- Level 2<br>5. Process Management - Level 3<br>6. Report Writing - Level 2<br>7. Monitoring and Evaluation - Level 3<br>8. Peer Mentoring - Level 2<br>9. Administrative Services Management- Level- 2 | VSU MAIN<br>(ODAS)     |

|   |  |               |   |       |  |  |   |  |   |                               |
|---|--|---------------|---|-------|--|--|---|--|---|-------------------------------|
| 2 | Administrative Assistant I (Warehouse Inspector) | ADAS1-88-2023 | 7 | 18620 | Completion of two years studies in college | None Required<br><br>(preferably with training on RA 9184-Government Procurement Reform Act) | None Required<br><br>(preferably with experience on government procurement) | Career Service (SubProfessional) First Level Eligibility | Core:<br>1. Exemplifying Integrity and Professionalism - Level-2<br>2. Delivering Service Excellence - Level-2<br>3. Communication Savy - Level-2<br>4. Interpersonal relationship management - Level-2<br>5. Change Adaptation - Level-2<br>6. Gender-responsive management - Level-1<br>Functional:<br>1. Administrative Services Management- Level- 1<br>2. Critical Thinking and Problem Solving - Level - 1<br>3. Documents and Records Management- Level - 1<br>4. Use of Information and Communications Technology (ICT)- Level- 1<br>5. Facilitation - Level - 2<br>6. Process Improvement - Level -1 | VSU MAIN (Procurement Office) |
| 3 | Administrative Aide III (Utility Worker II)      | ADA3-198-2004 | 3 | 14678 | Must be able to read and write             | None required  | None required   | None required (MC 11, s.96 - Cat. III)                   | Core:<br>1. Exemplifying Integrity and Professionalism - Level-2<br>2. Delivering Service Excellence - Level-2<br>3. Communication Savy - Level-2<br>4. Interpersonal relationship management - Level-2<br>5. Change Adaptation - Level-2<br>6. Gender-responsive management - Level-1<br>Functional:<br>1. Administrative Services Management- Level- 1<br>2. Maintenance Management - Level - 1<br>3. Risk Management- Level - 1<br>4. Waste Management- Level - 1  | VSU MAIN                      |

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 June 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](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**

Director, HRMO

VSU, Baybay City, Leyte

[jobs.vsu.edu.ph](http://jobs.vsu.edu.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**