

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: 20-Mar-24

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	Board Secretary I	BS1-33-2023	14	33843	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Core: 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 Functional: 1. Administrative Services Management- Level 2 2. Documents and Records Management- Level 3 3. Critical Thinking and Problem Solving - Level 2 4. Use of Information and Communications Technology (ICT)- Level 2 5. Facilitation - Level 3 6. Resource Mobilization Management- Level 2 7. Process Management - Level 3 8. Quality Assurance- Level 2 9. Report Writing - Level 2 10. Monitoring and Evaluation - Level 3 11. Peer Mentoring - Level 2	VSU MAIN (BOR & University Secretary Office)

2	Administrative Assistant III (Computer Operator II)	ADAS3-63-2023	9	21211	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) Data Encoder (MC 11, s. 96-Cat I) First Level Eligibility	<p>Core:</p> <ol style="list-style-type: none"> 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 <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 (ICT)- Level- 1 5. Facilitation - Level - 1 6. Process Improvement - Level -1 7. Monitoring and Evaluation - Level - 1 8. Waste Management- Level - 1 	VSU MAIN (BOR & University Secretary Office)
3	Information Officer II	INFO2-32-2023	15	36619	Bachelor's degree (preferably in DevCom, Journalism, Mass Communication)	4 hours of relevant training	1 year of relevant experience (preferably with work experience in writing news/ feature articles and social media content development)	Career Service Professional/ Second Level Eligibility	<p>Core:</p> <ol style="list-style-type: none"> 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 <p>Functional:</p> <ol style="list-style-type: none"> 1. Administrative Services Management- Level 2 2. Documents and Records Management- Level 3 3. Critical Thinking and Problem Solving - Level 2 4. Use of Information and Communications Technology (ICT)- Level 2 5. Facilitation - Level 3 6. Filipino Values Restoration- Level 3 7. Process Management - Level 3 8. Quality Assurance- Level 2 9. Report Writing - Level 2 10. Monitoring and Evaluation - Level 3 11. Peer Mentoring - Level 2 	VSU MAIN (University Integrated Media Center)

4	Information Officer I	INFO1-15-2023	11	27000	Bachelor's degree (preferably in DevCom, Journalism, Mass Communication)	None Required	None Required (but preferably with work experience in writing news/ feature articles and social media content development)	Career Service Professional/ Second Level Eligibility	<p>Core:</p> <ol style="list-style-type: none"> 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 <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. Process Management - Level - 3 6. Monitoring and Evaluation - Level-3 7. Report Writing - Level 2 	VSU MAIN (University Integrated Media Center)
5	Information Officer I	INFO1-16-2023	11	27000	Bachelor's degree (preferably in DevCom, Journalism, Mass Communication)	None Required	None Required (preferably with work experience in writing news/ feature articles and social media content development)	Career Service Professional/ Second Level Eligibility	<p>Core:</p> <ol style="list-style-type: none"> 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 <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. Process Management - Level - 3 6. Monitoring and Evaluation - Level-3 7. Report Writing - Level 2 	VSU MAIN (University Integrated Media Center)

6	Legal Assistant III	LEA3-11-2023	14	33843	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	8 hours of training relevant to legal work, such as legal ethics, legal research and writing or legal procedure	1 year experience in legal work such as preparation of pleadings, legal opinions and memoranda or legal research	Career Service (Professional)/ Second Level Eligibility	<p>Core:</p> <ol style="list-style-type: none"> 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 <p>Functional:</p> <ol style="list-style-type: none"> 1. Administrative Services Management- Level 2 2. Documents and Records Management- Level 3 3. Critical Thinking and Problem Solving - Level 2 4. Use of Information and Communications Technology (ICT)- Level 2 5. Facilitation - Level 3 6. Filipino Values Restoration- Level 3 7. Process Management - Level 3 8. Quality Assurance- Level 2 9. Report Writing - Level 2 10. Monitoring and Evaluation - Level 3 11. Peer Mentoring - Level 2 	VSU MAIN (Legal Office)
7	Legal Assistant II	LEA2-9-2023	12	27000	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing or legal procedure	None Required	Career Service (Professional) Second Level Eligibility	<p>Core:</p> <ol style="list-style-type: none"> 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 <p>Functional:</p> <ol style="list-style-type: none"> 1. Administrative Services Management- Level 2 2. Documents and Records Management- Level 3 3. Critical Thinking and Problem Solving - Level 2 4. Use of Information and Communications Technology (ICT)- Level 2 5. Facilitation - Level 3 6. Filipino Values Restoration- Level 3 7. Process Management - Level 3 8. Report Writing - Level 2 9. Monitoring and Evaluation - Level 3 	VSU MAIN (Legal Office)

8	Legal Assistant II	LEA2-10-2023	12	27000	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing or legal procedure	None Required	Career Service (Professional) Second Level Eligibility	<p>Core:</p> <ol style="list-style-type: none"> 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 <p>Functional:</p> <ol style="list-style-type: none"> 1. Administrative Services Management- Level 2 2. Documents and Records Management- Level 3 3. Critical Thinking and Problem Solving - Level 2 4. Use of Information and Communications Technology (ICT)- Level 2 5. Facilitation - Level 3 6. Filipino Values Restoration- Level 3 7. Process Management - Level 3 8. Report Writing - Level 2 9. Monitoring and Evaluation - Level 3 	VSU MAIN (Legal Office)
9	Administrative Assistant II (Disbursing Officer II)	ADAS2-78-2023	8	19744	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 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 <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 (ICT)- Level- 1 5. Facilitation - Level - 1 6. Process Improvement - Level -1 7. Fiscal Management Level - 1 	VSU MAIN (Cash Office)

10	Administrative Assistant II (Disbursing Officer II)	ADAS2-79-2023	8	19744	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 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 <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 (ICT)- Level- 1 5. Facilitation - Level - 1 6. Process Improvement - Level -1 7. Fiscal Management Level - 1 	VSU MAIN (Cash Office)
11	Administrative Officer III (Supply Officer II)	ADOF3-45-2023	14	33843	Bachelor's degree	4 hours of relevant training (preferably on RA 9184- Government Procurement Reform Act)	1 year of relevant experience (preferably on RA 9184- Government Procurement Reform Act)	Career Service (Professional) Second Level Eligibility	<p>Core:</p> <ol style="list-style-type: none"> 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 <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 (ICT) - Level 2 5. Monitoring and Evaluation - Level 3 6. Procurement Management- Level 3 7. Resource Mobilization Management- Level 2 8. Process Improvement - Level 3 9. Fiscal Management - Level 3 10. Peer Mentoring- Level 2 	VSU Main (Procurement Office)

12	Administrative Officer I (Supply Officer I)	ADOF1-54- 2023	10	23176	Bachelor's degree	None Required (but preferably with training on RA 9184- Government Procurement Reform Act)	None Required (but preferably with experience on RA 9184- Government Procurement Reform Act)	Career Service (Professional) Second Level Eligibility	Core: 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 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 (ICT) - Level 2 5. Monitoring and Evaluation - Level 3 6. Procurement Management- Level 3 7. Resource Mobilization Management- Level 2 8. Process Improvement - Level 3	VSU Main (Procurement Office)
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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 April 1, 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.

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.