CS Form No. 9
Revised 2018

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: February 7, 2024

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	Information Technology Officer I	ITO1-19-2023	19	51357	Bachelor's degree relevant to the job (preferably BS in Information Technology and Computer Science or allied courses)	8 hours of relevant training	2 years 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. 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. Peer Mentoring - Level 2 8. Procurement Management- Level 3 9. Resource Mobilization Management- Level 2 10. Report Writing - Level 2	VSU MAIN (ICTMC)

2	Information Systems Analyst II	INFOSA2-18-2023	16	39672	Bachelor's degree relevant to the job (preferably BS in Information Technology and Computer Science or allied courses)	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. 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. Peer Mentoring - Level 2 8. Procurement Management- Level 3	VSU MAIN (ICTMC)

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. Certificate of Employment or Service Record for external applicants.
6. Note: 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).

The successful candidate will be assigned at the ICTMC, hence, applicants that possess the following are preferred to be hired:
1. In depth knowledge on networking, routing, switching, server management, linux proficient, wired and wireless access points and user management IT project management.
2. Experience in the software development using MVC Framework, PHP, Angulars, VueJS, NodeJS.

This is a re-publication of the vacancy, thus, those who already filed their applications earlier are considered applicants and need not to apply.
Qualified applicants are encouraged to submit via online through jobs.vsu.edu.ph
Qualified next-in-rank staff are automatically considered as candidate/s 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.