

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 21, 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 Officer III	INFO3-31-2023	18	46725	Bachelor's degree	8 hours of relevant training	2 years 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 (University Integrated Media Center)

2	Internal Auditor III	IAUD3-1-2023	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	<p>Core:</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>Functional:</p> <ol style="list-style-type: none"> <li>1. Fiscal Management - Level 3</li> <li>2. Accounting Management- Level 2</li> <li>3. Critical Thinking and Problem Solving - Level 2</li> <li>4. Use of Information and Communications Technology (ICT)- Level 2</li> <li>5. Facilitation - Level 3</li> <li>6. Resource Mobilization Management- Level 2</li> <li>7. Process Management - Level 3</li> <li>8. Quality Assurance- Level 2</li> <li>9. Report Writing - Level 2</li> <li>10. Monitoring and Evaluation - Level 3</li> <li>11. Peer Mentoring - Level 2</li> </ol>	VSU MAIN (Internal Audit Services Office)
3	Administrative Officer V (Cashier III)	ADOF5-29-2023	18	46725	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	<p>Core:</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>Functional:</p> <ol style="list-style-type: none"> <li>1. Accounting Management- Level 2</li> <li>2. Budget Management- Level 2</li> <li>3. Critical Thinking and Problem Solving - Level 2</li> <li>4. Use of Information and Communications Technology (ICT)- Level 2</li> <li>5. Fiscal Management - Level 3</li> <li>6. Resource Mobilization Management- Level 2</li> <li>7. Process Management - Level 3</li> <li>8. Quality Assurance- Level 2</li> <li>9. Report Writing - Level 2</li> <li>10. Monitoring and Evaluation - Level 3</li> <li>11. Peer Mentoring - Level 2</li> </ol>	VSU MAIN (Cash Office)

4	Accountant III	ADOF5-30-2023	19	51, 357	Bachelor's degree in Commerce/ Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080	<p>Core:</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>Functional:</p> <ol style="list-style-type: none"> <li>1. Accounting Management- Level 2</li> <li>2. Budget Management- Level 2</li> <li>3. Critical Thinking and Problem Solving - Level 2</li> <li>4. Use of Information and Communications Technology (ICT)- Level 2</li> <li>5. Fiscal Management - Level 3</li> <li>6. Resource Mobilization Management- Level 2</li> <li>7. Process Management - Level 3</li> <li>8. Quality Assurance- Level 2</li> <li>9. Report Writing - Level 2</li> <li>10. Monitoring and Evaluation - Level 3</li> <li>11. Peer Mentoring - Level 2</li> </ol>	VSU MAIN (Accounting 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 March 2, 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. 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).

Qualified applicants are encouraged to submit via online through [jobs.vsu.edu.ph](http://jobs.vsu.edu.ph).

Qualified next-in-rank employee/s are automatically considered as applicant/s.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:  
 APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

**HONEY SOFIA V. COLIS**

Director, HRMO

VSU, Baybay City, Leyte

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