

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: January 5, 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	Supervising Administrative Officer (Administrative Officer IV)	SADOF- 9- 2004	22	71511	Bachelor's Degree	16 hours relevant training (Preferably on Supervisory Development Course )	3 years of relevant experience (Preferably on planning, directing, coordinating and supervising personnel administration )	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-2</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- Level- 2</li> <li>5. Quality Assurance- Level -2</li> <li>6. Report Writing - Level 2</li> <li>7. Monitoring and Evaluation - Level- 3</li> <li>8. Process Improvement - Level 3</li> <li>9. Resource Mobilization Management- 3</li> <li>10. Human Resource Management and Development - 3</li> </ol> <p><b>Leadership:</b></p> <ol style="list-style-type: none"> <li>1. Thinking Strategically and Creatively- Level -1</li> <li>2. Creating and Nurturing a High Performance Organization- Level 1</li> <li>3. Building Collaborative and Inclusive Working Relationships- Level 1</li> </ol>	VSU MAIN (Administrative Services Office)

2	Administrative Officer V (Administrative Officer III )	ADOF5-26-2023	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-2</li> </ol> <p>Functional:</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- Level-2</li> <li>5. Process Management- 3</li> <li>5. Report Writing - Level 2</li> <li>6. Monitoring and Evaluation - Level-2</li> <li>7. Resource Mobilization Management- 3</li> <li>8. Procurement Management- 3</li> <li>9. Sharing Expertise and Linkaging- 2</li> </ol>	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 January 15, 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).

Preferred qualifications:

For Supervising Administrative Officer (Administrative Officer IV): With at least 18 masteral units in management & allied courses, training and work experience on supervisory/management on administrative services.

For Administrative Officer V (Administrative Officer III): With work experience on actual government procurement process and with supervisory role, trainings on RA 9184 conducted by the Government Procurement Policy Board- Technical Support Office.

**This is a re-publication of the vacancy, thus, those who already filed their applications earlier are considered applicants and not need to apply.**

**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.**