

Republic of the Philippines
(Name of Agency)
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request for the publication of the following vacant positions of Visayas State University, Baybay, Leyte in the CSC website:

Date: June 26, 2018

F. EDGARDO E. TULIN
(Head of Agency)

No.	Position Title	Plantilla Item No.	Salary/ Job Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide VI	ADAG- 91-2004	6	172,080	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	CS(Subprof.) 1st Level Elig.	<ul style="list-style-type: none"> 1. Commitment & delivering service excellence - complies with VSU's standards or level of service delivery and with deep sense of responsibility to render excellent service for the satisfaction of clients 2. Exemplifying Integrity and professionalism - complies with policies, rules and standards set by the university 3. Solving problems and decision making - provides and offers timely solutions to problems and decision dilemmas for prompt and effective service. 4. Demonstrating Personal Effectiveness - Recognizes personal strengths and gaps and is willing to utilize strengths at the same time, undergo required trainings and interventions to address competency gaps identified. 5. Interpersonal skills - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results 	VSU Main
2	Administrative Aide IV	ADAA-144-2004	4	152,088	Completion of 2 years studies in college	None required	None required	CS(Subprof.) 1st Level Elig.		VSU Main
3	Administrative Aide IV	ADAA-147-2004	4	152,088	Completion of 2 years studies in college	None required	None required	CS(Subprof.) 1st Level Elig.		VSU Main
4	Administrative Aide IV	ADAA-136-2004	4	152,088	Completion of 2 years studies in college	None required	None required	CS(Subprof.) 1st Level Elig.		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 July 6, 2018. Diverse applicants are encouraged to apply.

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 present position for one (1) year (if applicable).
3. Photocopy of certificate of eligibility/training/license, and
4. Photocopy of Transcript of Records.

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

Dr. LUPRES B. CANOIX 01c1a1k
DR. LUPRES B. CANOIX, EDGARDO E. TULIN
fourdash_lupres@yahoo.com, edstulindo.tulin@vsu.edu.ph
Director, ODAHRD/University President
ODAHRD, VSU, Visca, Baybay City, Leyte