

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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:

EDGARDO E. TULIN  
(Head of Agency)

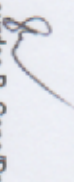
Date: June 4, 2018

No.	Position Title	Planilla Item No.	Salary/ Job Pay Grade	Annual Salary	Education	Training	Experience	Eligibility	Qualification Standards	Place of Assignment
1	CHIEF ADMINISTRATIVE OFFICER	CADOF-4-20M	24	879,558	Master's degree	40 hours of supervisory/management training and development intervention undertaken within the last 5 years	4 years in position/ ranking management and supervision	CS Professional	<p><b>Competency (if applicable)</b></p> <ol style="list-style-type: none"> <li>1. Commitment &amp; 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</li> <li>2. Exemplifying integrity and professionalism - complies with policies, rules and standards set by the university</li> <li>3. Solving problems and decision making - provides and offers timely solutions to problems and decision dilemmas for prompt and effective service</li> <li>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</li> <li>5. Interpersonal skills - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results</li> <li>6. Computer Skills - Operates standard personal computer or laptop and effectively uses needed computer software, applications and technology needed in the performance of the functions of the positions.</li> <li>7. Records Management - Applies and adapts records management standards related to the cycle of records in the university which are conducted to achieve adequate and proper documentation of government policies, transactions and effective management of the university operations.</li> <li>8. Thinking Strategically and Creatively - Dreams and thinks dimensionally, crafts strategic goals and strategies to attain that future, identifies connections that are not obviously connected and comes up with new and creative ideas to enhance organizational effectiveness and responsiveness.</li> <li>9. Leading Change - Generates genuine enthusiasm and momentum for organizational development and change by engaging and involving groups and stakeholders to understand, support, commit and own the change agenda and to advance and sustain same for organizational effectiveness</li> <li>10. Creating and Nurturing a High Performance Organization - Creates a high performing organizational culture that is purpose driven, results-based, client focused and team-oriented</li> </ol>	Office of the Director of Finance

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 June 22, 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](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/licensure; and
4. Photocopy of Transcript of Records.

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

  
Dr. Lourdes B. Cano/Dr. Edgardo E. Tulin  
Director, ODAHRD/University President  
ODAHRD, VSU, Visca, Baybay City, Leyte  
[lourdescano@vsu.edu.ph](mailto:lourdescano@vsu.edu.ph)  
[edgardo.tulin@vsu.edu.ph](mailto:edgardo.tulin@vsu.edu.ph)

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

To: CIVIL SERVICE COMMISSION (CSC)

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

EDGARDO E. TULIN  
(Head of Agency)

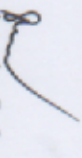
Date: June 4, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job Pay Grade	Annual Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	College Librarian I	CLL-3-1998	13	290,888	Bachelor's degree in Library Science or Bachelor of Science in Education/Arts major in Library Science	none required	none required	RA 1080	College Library
2	ADMINISTRATIVE OFFICER V	ADDF-1-2005	18	457,020	Bachelor's degree relevant to the job	8 hrs	2 yrs	Professional CS	Supply Property & Procurement Management Office

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

  
Dr. Lourdes B. Canod, Dr. Edgardo E. Tulin  
Director, ODAHRD/University President  
ODAHRD, VSU, Visca, Baybay City, Leyte  
[lourdesbcanod@vshoa.com](mailto:lourdesbcanod@vshoa.com); [edgardo.tulin@vsu.edu.ph](mailto:edgardo.tulin@vsu.edu.ph)

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:

EDGARDO E. TULIN  
(Head of Agency)  
June 6, 2018

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	FOOD SERVICE SUPERVISOR I	FOSST-1-1998	9	209,576	Bachelor's degree relevant to the job	none required	none required	CSC Professional		Guest House

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2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/validity/consent; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/regular mail their application to:

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

(Name of Agency)  
Address of the Applicant

Electronic copy to be submitted to the CSC FO Form 1 must be in MS Excel

Dr. Lourdes B. Canod-Dr. Edgardo E. Tulin  
Director, ODAHRD/University President  
ODAHRD, VSU, Visca, Baybay City, Leyte  
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[vsu.edu.ph](http://vsu.edu.ph)