

Republic of the Philippines  
VISAYAS STATE UNIVERSITY  
Baybay City, Leyte  
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, Baybay, Leyte in the CSC website:

LOURDES B. CANO

HRMO

Date:

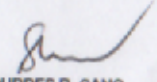
February 8, 2019

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Exp.	Elig.	Competency (if applicable)	
1	Administrative Aide I (Utility Worker I)	ADA1-185-2004	1	10,510	Element ary School Grad	None required	None required	None required	Core: 1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office 2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction 3. Communication Savy - Effectively delivers messages that simply focus on facts or information; 4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results 5. Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change. 6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems and issues.	VSU MAIN
2	Administrative Aide IV (Clerk II)	ADA4-129-2004	4	12,674	Completi on of two (2) yrs studies in college	none required	none required	CS Sub Prof (1st Level)		VSU MAIN

Interested and qualified applicants should signify their interest in writing. Diverse applicants are encouraged to apply. Attach the following documents to the application letter and send to the address below not later than Feb. 18, 2019.

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/license; and
4. Photocopy of Transcript of Records.

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

  
LOURDES B. CANO

Director, ODAHRD

ODAHRD, VSU, Vaco, Baybay City, Leyte; [odaohrd@vsu.edu.ph](mailto:odaohrd@vsu.edu.ph); [PersonalOffice@vsu.edu.ph](mailto:PersonalOffice@vsu.edu.ph); [lourdesbcano@yahoo.com](mailto:lourdesbcano@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.