

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: February 18, 2019

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Officer II	ADO2-30-2004	11	20179	Bachelor's Degree	None required	3 years of relevant experience	Career Service (Prof) Second Level Eligibility	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 Savvy - 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 7. Administrative Management Develops programs and projects, and mobilizes and manages resources, both material and human 8. Information and Communications Technology (ICT). Implements the effective identification, selection, acquisition, development, utilization, and protection of technologies	VSU MAIN

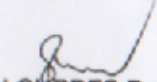
Interested and qualified applicants should signify their interest in writing. Diverse applicants are encouraged to apply. Attach the following documents to the application letter and send to the address below not later than February 28, 2019.

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;
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:

Qualified next in rank will be give preference

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.


LOURDES B. CANO
Director, ODAHRD

Republic of the Philippines
(Name of Agency)
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 18, 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 III	ADA3-6-2004; ADA3-186-2004	3	11,914	Completion of 2 years studies in college	None required	None required	CS (Sub Prof) 1st level elig.	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

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ODAHRD, VSU, Visca, Baybay City, Leyte; odahrd@vsu.edu.ph; Personnel.office@vsu.edu.ph; lourdesbcano@yahoo.com

Republic of the Philippines
VISAYAS STATE UNIVERSITY
Baybay City, Leyte
Request for Publication of Vacant Positions

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1	SECURITY GUARD II	SECG2- 3-1998	5	13,481	High School Grad	None required	1 year of relevant experience	Security Guard License (MC 10, s. 2013 - Cat IV)***	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	Welder II	WELD2-2-2002	6	14,340	Elementary School Graduate	None required	1 year of relevant experience	Welder (MC 10, s. 2013 - Cat II)*		VSU MAIN

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