

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: November 23, 2023

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	Internal Auditor II	IAUD2-14-2023	15	36619	Bachelor's degree relevant to the job (such as Internal Auditing, Laws, Accounting, Public Admin, Information Technology, Computer Science and other allied disciplines)	4 hours of relevant training	1 year of relevant experience (Preferably in internal auditing in government agency)	Career Service (Professional) / Second Level Eligibility	<p>Core:</p> <ol style="list-style-type: none"> 1. Exemplifying Integrity and Professionalism - Level-2 2. Delivering Service Excellence - Level-2 3. Communication Savvy - Level-2 4. Interpersonal relationship management - Level-2 5. Change Adaptation - Level-2 6. Gender-responsive management - Level-1 <p>Functional:</p> <ol style="list-style-type: none"> 1. Administrative Services Management- Level- 2 2. Accounting Management- Level- 2 3. Facilitation - Level- 3 4. Fiscal Management - Level- 3 5. Critical Thinking and Problem Solving - Level - 2 6. Use of Information and Communications Technology (ICT)- Level- 2 7. Monitoring and Evaluation - Level- 3 8. Process Improvement - Level - 3 9. Report Writing - Level- 2 	VSU MAIN (Internal Audit Service Office)

2	Internal Auditor I	IAUD1-12-2023	11	27000	Bachelor's degree relevant to the job (such as Internal Auditing, Laws, Accounting, Public Admin, Information Technology, Computer Science and other allied disciplines)	None Required	None Required	Career Service (Professional) / Second Level Eligibility	<p>Core:</p> <ol style="list-style-type: none"> 1. Exemplifying Integrity and Professionalism - Level-2 2. Delivering Service Excellence - Level-2 3. Communication Savvy - Level-2 4. Interpersonal relationship management - Level-2 5. Change Adaptation - Level-2 6. Gender-responsive management - Level-1 <p>Functional:</p> <ol style="list-style-type: none"> 1. Administrative Services Management- Level- 2 2. Accounting Management- Level- 2 3. Facilitation - Level- 3 4. Fiscal Management - Level- 3 5. Critical Thinking and Problem Solving - Level - 2 6. Use of Information and Communications Technology (ICT)- Level- 2 7. Monitoring and Evaluation - Level- 3 8. Report Writing - Level- 2 	VSU MAIN (Internal Audit Service Office)
3	Internal Auditor I	IAUD1-13-2023	11	27000	Bachelor's degree relevant to the job (such as Internal Auditing, Laws, Accounting, Public Admin, Information Technology, Computer Science and other allied disciplines)	None Required	None Required	Career Service (Professional) / Second Level Eligibility	<p>Core:</p> <ol style="list-style-type: none"> 1. Exemplifying Integrity and Professionalism - Level-2 2. Delivering Service Excellence - Level-2 3. Communication Savvy - Level-2 4. Interpersonal relationship management - Level-2 5. Change Adaptation - Level-2 6. Gender-responsive management - Level-1 <p>Functional:</p> <ol style="list-style-type: none"> 1. Administrative Services Management- Level- 2 2. Accounting Management- Level- 2 3. Facilitation - Level- 3 4. Fiscal Management - Level- 3 5. Critical Thinking and Problem Solving - Level - 2 6. Use of Information and Communications Technology (ICT)- Level- 2 7. Monitoring and Evaluation - Level- 3 8. Report Writing - Level- 2 	VSU MAIN (Internal Audit Service Office)

4	Administrative Officer III (Cashier II)	ADOF3-43-2023	14	33843	Bachelor's Degree	4 hours of relevant training (Preferably in Cash Administration)	1 year of relevant experience (Preferably in Cash Administration)	Career Service (Professional) / Second Level Eligibility	<p>Core:</p> <ol style="list-style-type: none"> 1. Exemplifying Integrity and Professionalism - Level-2 2. Delivering Service Excellence - Level-2 3. Communication Savy - Level-2 4. Interpersonal relationship management - Level-2 5. Change Adaptation - Level-2 6. Gender-responsive management - Level-1 <p>Functional:</p> <ol style="list-style-type: none"> 1. Administrative Services Management- Level- 2 2. Accounting Management - Level - 2 3. Critical Thinking and Problem-Solving- Level - 2 4. Fiscal Management - Level - 3 5. Use of Information and Communications Technology (ICT)- Level- 2 6. Monitoring and Evaluation - Level - 3 7. Report Writing - Level - 2 8. Peer Mentoring - Level 2 	VSU MAIN (Cash Office)
5	Administrative Officer IV (Human Resource Management Officer II)	ADOF4-35-2023	15	36619	Bachelor's Degree	4 hours relevant training (preferably on CSC-organized HRM trainings)	1 year of relevant experience (preferably in HR Management Work)	Career Service (Professional) Second Level Eligibility	<p>Core:</p> <ol style="list-style-type: none"> 1. Exemplifying Integrity and Professionalism - Level-2 2. Delivering Service Excellence - Level-2 3. Communication Savy - Level-2 4. Interpersonal relationship management -Level-2 5. Change Adaptation - Level-2 6. Gender-responsive management - Level-2 <p>Functional:</p> <ol style="list-style-type: none"> 1. Administrative Services Management- Level-2 2. Critical Thinking and Problem Solving - Level 2 3. Documents and Records Management- Level - 3 4. Use of Information and Communications Technology (ICT)- Level-2 5. Process Management - Level -3 6. Report Writing - Level 2 7. Monitoring and Evaluation - Level-3 8. Human Resource Management and Development - Level 3 9. Resource Mobilization Management- Level 2 	VSU MAIN (HRMO)

6	Administrative Aide III (Utility Worker II)	ADA3-198-2004	3	14678	Must be able to read and read	None required	None required	None required (MC 10 s. 2013 - Cat. III)**	<p>Core:</p> <ol style="list-style-type: none"> 1. Exemplifying Integrity and Professionalism - Level-2 2. Delivering Service Excellence - Level-2 3. Communication Savy - Level-2 4. Interpersonal relationship management - Level-2 5. Change Adaptation - Level-2 6. Gender-responsive management - Level-1 <p>Functional:</p> <ol style="list-style-type: none"> 1. Administrative Services Management- Level- 1 2. Maintenance Management - Level - 1 3. Risk Management- Level - 1 4. Waste Management- Level - 1 	VSU MAIN
7	Farm Worker II	FAWK2- 3-1998	4	15586	Elementary School Graduate	None Required	None Required	None Required (MC 10 s. 2013- Cat III) ***	<p>Core:</p> <ol style="list-style-type: none"> 1. Exemplifying Integrity and Professionalism - Level-2 2. Delivering Service Excellence - Level-2 3. Communication Savy - Level-2 4. Interpersonal relationship management - Level-2 5. Change Adaptation - Level-2 6. Gender-responsive management - Level-1 <p>Functional:</p> <ol style="list-style-type: none"> 1. Risk Management- Level-1 2. Maintenance Management - Level - 1 3. Waste Management- Level - 1 	VSU MAIN
8	Administrative Assistant III	ADAS3-64-2023	9	21211	Completion of two-year studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility	<p>Core:</p> <ol style="list-style-type: none"> 1. Exemplifying Integrity and Professionalism - Level-2 2. Delivering Service Excellence - Level-2 3. Communication Savy - Level-2 4. Interpersonal relationship management - Level-2 5. Change Adaptation - Level-2 6. Gender-responsive management - Level-1 <p>Functional:</p> <ol style="list-style-type: none"> 1. Administrative Services Management- Level- 1 2. Critical Thinking and Problem Solving - Level - 1 3. Documents and Records Management- Level - 1 4. Use of Information and Communications Technology (ICT)- Level- 1 5. Facilitation - Level - 1 6. Process Improvement - Level -1 	VSU MAIN (Office of Vice President)

9	Administrative Assistant III	ADAS3-65-2023	9	21211	Completion of two-year studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility	<p>Core:</p> <ol style="list-style-type: none"> 1. Exemplifying Integrity and Professionalism - Level-2 2. Delivering Service Excellence - Level-2 3. Communication Savvy - Level-2 4. Interpersonal relationship management - Level-2 5. Change Adaptation - Level-2 6. Gender-responsive management - Level-1 <p>Functional:</p> <ol style="list-style-type: none"> 1. Administrative Services Management- Level- 1 2. Critical Thinking and Problem Solving - Level - 1 3. Documents and Records Management- Level - 1 4. Use of Information and Communications Technology (ICT)- Level- 1 5. Facilitation - Level - 1 6. Process Improvement - Level -1 7. Monitoring and Evaluation - Level - 1 8. Waste Management- Level - 1 	VSU MAIN (Office of Vice President)
10	Administrative Assistant III	ADAS3-66-2023	9	21211	Completion of two-year studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility	<p>Core:</p> <ol style="list-style-type: none"> 1. Exemplifying Integrity and Professionalism - Level-2 2. Delivering Service Excellence - Level-2 3. Communication Savvy - Level-2 4. Interpersonal relationship management - Level-2 5. Change Adaptation - Level-2 6. Gender-responsive management - Level-1 <p>Functional:</p> <ol style="list-style-type: none"> 1. Administrative Services Management- Level- 1 2. Critical Thinking and Problem Solving - Level - 1 3. Documents and Records Management- Level - 1 4. Use of Information and Communications Technology (ICT)- Level- 1 5. Facilitation - Level - 1 6. Process Improvement - Level -1 7. Monitoring and Evaluation - Level - 1 8. Waste Management- Level - 1 	VSU MAIN (Office of Vice President)

11	Administrative Aide VI (Clerk III)	ADA6-119-2023	6	17553	Completion of 2 years studies in college	None required	None required	Career Service (Subprofessional) /First Level Eligibility	<p>Core:</p> <ol style="list-style-type: none"> 1. Exemplifying Integrity and Professionalism - Level-2 2. Delivering Service Excellence - Level-2 3. Communication Savy - Level-2 4. Interpersonal relationship management - Level-2 5. Change Adaptation - Level-2 6. Gender-responsive management - Level-1 <p>Functional:</p> <ol style="list-style-type: none"> 1. Administrative Services Management- Level- 1 2. Critical Thinking and Problem Solving - Level - 1 3. Documents and Records Management- Level - 1 4. Use of Information and Communications Technology (ICT)- Level- 1 5. Process Improvement - Level -1 6. Waste Management- Level - 1 	VSU MAIN (Office of Vice President)
12	Administrative Aide VI (Clerk III)	ADA6-120-2023	6	17553	Completion of 2 years studies in college	None required	None required	Career Service (Subprofessional) /First Level Eligibility	<p>Core:</p> <ol style="list-style-type: none"> 1. Exemplifying Integrity and Professionalism - Level-2 2. Delivering Service Excellence - Level-2 3. Communication Savy - Level-2 4. Interpersonal relationship management - Level-2 5. Change Adaptation - Level-2 6. Gender-responsive management - Level-1 <p>Functional:</p> <ol style="list-style-type: none"> 1. Administrative Services Management- Level- 1 2. Critical Thinking and Problem Solving - Level - 1 3. Documents and Records Management- Level - 1 4. Use of Information and Communications Technology (ICT)- Level- 1 5. Process Improvement - Level -1 6. Waste Management- Level - 1 	VSU MAIN (Office of Vice President)

13	Administrative Aide VI (Clerk III)	ADA6-121-2023	6	17553	Completion of 2 years studies in college	None required	None required	Career Service (Subprofessional) /First Level Eligibility	Core: 1. Exemplifying Integrity and Professionalism -Level-2 2. Delivering Service Excellence - Level-2 3. Communication Savy - Level-2 4. Interpersonal relationship management - Level-2 5. Change Adaptation - Level-2 6. Gender-responsive management - Level-1 Functional: 1. Administrative Services Management- Level- 1 2. Critical Thinking and Problem Solving - Level - 1 3. Documents and Records Management- Level - 1 4. Use of Information and Communications Technology (ICT)- Level- 1 5. Process Improvement - Level -1 6. Waste Management- Level - 1	VSU MAIN (Office of Vice President)
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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 December 4, 2023.

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 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. 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).

Qualified applicants are encouraged to submit via online through 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.