

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: 11-Dec-23

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	Administrative Assistant II (Human Resource Management Assistant)	ADAS2-81-2023	8	19744	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	<p><b>Core:</b></p> <ol style="list-style-type: none"> <li>1. Exemplifying Integrity and Professionalism - Level-2</li> <li>2. Delivering Service Excellence - Level-2</li> <li>3. Communication Savvy - Level-2</li> <li>4. Interpersonal relationship management -Level-2</li> <li>5. Change Adaptation - Level-2</li> <li>6. Gender-responsive management - Level-2</li> </ol> <p><b>Functional:</b></p> <ol style="list-style-type: none"> <li>1. Administrative Services Management- Level-1</li> <li>2. Critical Thinking and Problem Solving - Level 1</li> <li>3. Documents and Records Management- Level - 1</li> <li>4. Use of Information and Communications Technology- Level-1</li> <li>5. Human Resource Management and Development - Level 1</li> <li>6. Facilitation - Level-1</li> <li>7. Process Improvement - Level 1</li> </ol>	VSU MAIN (HRMO)

2	Administrative Assistant II (Human Resource Management Assistant)	ADAS2-82-8 2023	8	19744	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	<p><b>Core:</b></p> <ol style="list-style-type: none"> <li>1. Exemplifying Integrity and Professionalism - Level-2</li> <li>2. Delivering Service Excellence - Level-2</li> <li>3. Communication Savvy - Level-2</li> <li>4. Interpersonal relationship management -Level-2</li> <li>5. Change Adaptation - Level-2</li> <li>6. Gender-responsive management - Level-2</li> </ol> <p><b>Functional:</b></p> <ol style="list-style-type: none"> <li>1. Administrative Services Management- Level-1</li> <li>2. Critical Thinking and Problem Solving - Level 1</li> <li>3. Documents and Records Management- Level - 1</li> <li>4. Use of Information and Communications Technology- Level-1</li> <li>5. Human Resource Management and Development - Level 1</li> <li>6. Facilitation - Level-1</li> <li>7. Process Improvement - Level 1</li> </ol>	VSU MAIN (HRMO)
3	Administrative Aide VI (Clerk III)	ADA6-122-6 2023	6	17553	Completion of 2 years studies in college	None required	None required	Career Service (Subprofessional) /First Level Eligibility	<p><b>Core:</b></p> <ol style="list-style-type: none"> <li>1. Exemplifying Integrity and Professionalism - Level-2</li> <li>2. Delivering Service Excellence - Level-2</li> <li>3. Communication Savy - Level-2</li> <li>4. Interpersonal relationship management - Level-2</li> <li>5. Change Adaptation - Level-2</li> <li>6. Gender-responsive management - Level-1</li> </ol> <p><b>Functional:</b></p> <ol style="list-style-type: none"> <li>1. Administrative Services Management- Level- 1</li> <li>2. Critical Thinking and Problem Solving - Level - 1</li> <li>3. Documents and Records Management- Level - 1</li> <li>4. Use of Information and Communications Technology (ICT)- Level- 1</li> <li>5. Process Improvement - Level -1</li> <li>6. Waste Management- Level - 1</li> </ol>	VSU MAIN (HRMO)

4	Administrative Aide VI (Clerk III)	ADA6-111-6 2004	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"> <li>1. Exemplifying Integrity and Professionalism - Level-2</li> <li>2. Delivering Service Excellence - Level-2</li> <li>3. Communication Savy - Level-2</li> <li>4. Interpersonal relationship management - Level-2</li> <li>5. Change Adaptation - Level-2</li> <li>6. Gender-responsive management - Level-1</li> </ol> <p>Functional:</p> <ol style="list-style-type: none"> <li>1. Administrative Services Management- Level- 1</li> <li>2. Critical Thinking and Problem Solving - Level - 1</li> <li>3. Documents and Records Management- Level - 1</li> <li>4. Use of Information and Communications Technology (ICT)- Level- 1</li> <li>5. Process Improvement - Level -1</li> <li>6. Waste Management- Level - 1</li> </ol>	VSU MAIN (HRMO)
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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 22, 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](http://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. Note: 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).

**Applicants with work experience and training on human resource management & development services is/are preferred to be hired.**

**Qualified applicants are encouraged to submit via online through [jobs.vsu.edu.ph](http://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**  
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 Director, HRMO  
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 VSU, Baybay City, Leyte  
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[jobs.vsu.edu.ph](http://jobs.vsu.edu.ph)  
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**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**