

To: CIVIL SERVICE COMMISSION (CSC)

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

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: December 11, 2018

No.	Position Title	Planilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards			Place of Assignment		
					Education	Training	Experience			
1	Accountant II	A2-1-2006	16	381180	Bachelor's degree in Commerce/Business Administration major in Accounting	1 year of relevant experience	4 hours of relevant training	RA 1090	<p>Competency (if applicable)</p> <ol style="list-style-type: none"> 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 7. Fiscal Management -Applies the protocols required to safeguard and effectively utilize financial resources gender-related problems and issues 8. Accounting Management - Manages the processing of financial transactions according to COA and DBM rules and regulations. 	VSU MAIN


Interested and qualified applicants should signify their interest in writing. Diverse applicants are encouraged to apply.

December 21, 2018

Attach the following documents to the application letter and send to the address below not later than

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

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


LOURDES B. CANO

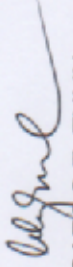
Director, ODAHRD

ATTENTIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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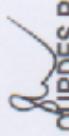
Date: December 10, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards			Competency (if applicable)	Place of Assignment	
					Education	Training	Experience			
1	Administrative Officer III	ADOF3-23-2004	14	317928	Bachelor's Degree	3 years of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	<ol style="list-style-type: none"> Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction Communication Savvy - Effectively delivers messages that simply focus on facts or information; Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems and issues w/functional competencies <ol style="list-style-type: none"> Recruitment, Selection And Placement: - Searches, attracts and assesses job candidates and guides the appointing authority in choosing the best fit for the job at the right time, in accordance with legal requirements to achieve organisational goals. Use of Information and Communication Technology (ICT) - Implements the effective identification, selection, acquisition, development, utilization, and protection of technologies. In accordance with the mandate of the unit, that will result to efficient and effective delivery of services by ensuring responsiveness to the needs of stakeholder. 	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 December 20, 2018.

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

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	School Credits Evaluator	SCE-1-1998	11	242148	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) 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 woman empowerment; address gender-related problems and issues	VSU MAIN

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