

Republic of the Philippines
VISAYAS STATE UNIVERSITY-ALANGALANG
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (VISAYAS STATE UNIVERSITY-ALANGALANG) in the CSC website:


DR. MANUEL S. RONA
(Head of Agency)

Date: July 3, 2018

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 AIDE VI	VISCAB-ADA-6-75-2004	6	172,080.00	Completion of 2 years studies in college	None required	None required	Career Service(Sub professional) First Level Eligibility	1. Commitment & Delivering Service Excellence - complies with VSU's standards or level of service delivery and with deep sense of responsibility to render excellent service for the satisfaction of clients. 2. Exemplifying Integrity - complies with policies, rules and standards set by the university. 3. Solving Problems and Decision Making - provides and offers timely solutions to problems and decision dilemmas for prompt and effective service 4. Planning and Delivering - ability to plan programs, activities and projects to help attain the over-all university mandate, priorities and commitments. 5. Championing and Applying Innovations - continuously innovates and finds ways to introduce new practices and procedures that will result to ease of doing things for improved customer services. 6. Demonstrating Personal Effectiveness - Recognizes personal strengths and gaps and is willing to utilize strengths at the same time undergo required trainings and interventions to address competency gaps identified.	Registrar
2	ADMINISTRATIVE AIDE III	VISCAB-ADA3-208-2004	3	142,968.00	Completion of 2 years studies in college	None required	None required	Career Service(Sub professional) First Level Eligibility		Library
3	GUIDANCE COUNSELOR I	VISCAB-GUIDC1-2-2008	11	242,148.00	Bachelor's degree relevant to the job	None required	None required	RA 1080 (Guid. Counselor)*		Guidance

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 July 18, 2018.

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:

Dr. Manuel S. Rona
College Dean
VSU-Alangalang
vsuac@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.