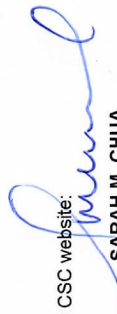


Republic of the Philippines
VISAYAS STATE UNIVERSITY-ALANGALANG
Request for Publication of Vacant Positions

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-ALANGALANG in the CSC website:



SARAH M. CHUA
(HRMO)

Date: April 21, 2020

No.	Position Title (Parentetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Education	Training	Experience	Eligibility	Qualification Standards		Place of Assignment
									Competency (if applicable)	Competency (if applicable)	
1	ADMINISTRATIVE AIDE I	VISCAB-ADA1-189-2004	1	₱11,551.00	Elementary School Graduate	None required	None required	None Required (MC 10 s. 2013 Cat III ***)	1. Commitment & Professional Service Excellence. - Demonstrates high standards of professional behavior as public servants adhering to ethical as well as moral principles, values, and standards of public office and ensuring that public interest is upheld at all times. 2. Customer Service Orientation. - Exhibits standards of delivery or services level agreements and delivers against requirements of consumers provides proactive, responsive, accessible, courteous and effective public service to provide the highest level of customer satisfaction which exceed customer's expectations. 3. Communication Skills. - Effectively delivers messages that simply focus on facts or information; receives and conveys ideas, instructions, information by using appropriate language, method and manner to ensure the understanding of the intended audience. 4. Interpersonal Relationship Management. - Effectively communicates and interacts with colleagues, customers and other stakeholders. 5. Change Adaptation. - Works effectively with a variety of people and situations and adapts one's thinking, behavior and acts appropriately in dealing with change. 6. Gender Sensitivity. - Promotes enabling environment for gender equality and women empowerment by creating awareness of gender and development and formulating guidelines and strategies to address gender-related problems and issues.	Admin. Office	
2	GUIDANCE COUNSELOR I	VISCAB-GUIDC1-2-2008	11	₱22,316.00	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guid. Counselor)*		CSSO/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 May 11, 2020.

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.

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

DR. JUDITH B. JOMADIAO
College Dean
VSU-Alangalang, Alangalang, Leyte
bjomadiao@vsu.edu.ph / sarahchua@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.