

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:


SARAH M. CHUA
HRMO

Date: 25-Jul-23

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Education	Training	Experience	Eligibility	Qualification Standards		Place of Assignment
									Competency	(if applicable)	
1	GUIDANCE COUNSELOR I	VISCAB-GUIDC1-2-2008	11	₱27,000.00	Master's degree in Guidance and Counselling	None required	None required	RA 1080 (Guidance Counselor)	1. Commitment & Upholding Service Excellence - Demonstrates high standards of professional behavior as public servants, adhering to ethical as well as legal principles, values, and standards of public office, and promotes the highest standards for individual and unit performance by upholding university mandate, core values, policies and guidelines taking into consideration impact of one's actions and decisions in ensuring that public interest is upheld at all times. 2. Customer Service Orientation - Complies with VSU's established standards of delivery or service level agreements and ensures superior quality of service to customers, provides proactive service. 3. Communication Barrier - Effectively delivers messages that comply with facts or information; receives and conveys information accurately. Interacts by using appropriate language, method and manner to ensure the audience understands the message and takes necessary action. Meets, clear and convincing oral presenters to individual or groups; listens effectively and clarifies information as needed, responsive, accessible, courteous and effective public speaker to provide the highest level of customer satisfaction which exceeds customer's expectation. 4. Interpersonal Relationship Management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results. 5. Crisis Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change. Adapting to different ways of thinking and doing things in a quick and positive manner. 6. Gender Responsive Management - 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.	VSU ALANGALANG (Office of Student Affairs Services)	
2	GUIDANCE COUNSELOR III	VISCAB-GUIDC3-3-2000	13	₱31,320.00	Master's degree in Guidance and Counselling	None required	1 year of relevant experience	RA 1080 (Guidance Counselor)*	-do-	VSU ALANGALANG (Office of Student Affairs Services)	
3	ADMINISTRATIVE OFFICER V	VISCAB-ADOF5-25-2023	18	₱46,725.00	Bachelor's Degree (preferably with relevant Master's Degree)	8 hours of relevant training	3 years of relevant experience (preferably with Supervisory experience in Administration & Finance)	Career Service (Professional) Second Level Eligibility	-do-	Chancellor's Office	
4	ACCOUNTANT II	VISCAB-A2-129-2023	16	₱39,672.00	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080	-do-	Accounting Office	
5	ADMINISTRATIVE OFFICER IV (Budget Officer II)	VISCAB-ADOF4-33-2023	15	₱36,619.00	Bachelor's Degree (preferably with relevant Master's Degree)	4 hours of relevant training	3 years of relevant experience (supervisory experience in Finance)	Career Service (Professional) Second Level Eligibility	-do-	Budget Office	

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6	ADMINISTRATIVE OFFICER III (Cashier II)	VISCAB ADOF3- 41-2023	14	₱33,843.00	Bachelor's Degree (preferably with relevant Masters degree)	4 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	-do-	Disbursing/Cashiers Office	
7	ADMINISTRATIVE OFFICER III (Procurement Officer)	VISCAB ADOF3- 42-2023	14	₱33,843.00	Bachelor's Degree (preferably with relevant Masters degree)	4 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	-do-	Procurement Office	
8	ADMINISTRATIVE OFFICER I (Records Officer I)	VISCAB ADOF1- 51-2023	10	₱23,176.00	Bachelor's Degree (preferably with relevant Masters units or degree)	None required	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	-do-	Records Office	
9	ADMINISTRATIVE OFFICER I (Supply Officer I)	VISCAB ADOF1- 52-2023	10	₱23,176.00	Bachelor's Degree (preferably with Masters degree)	None required (preferably with relevant trainings)	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	-do-	Supply & Property Management Office	
10	ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)	VISCAB ADAS3- 62-2023	9	₱21,129.00	Completion of 2 years studies in college	4 hours of relevant training	3 years of relevant experience	Career Service (Subprofessional) First Level Eligibility	-do-	Accounting Office	
11	ADMINISTRATIVE ASSISTANT II (Property Custodian)	VISCAB ADAS2- 76-2023	8	₱19,744.00	Completion of 2 years studies in college	4 hours of relevant training	3 years of relevant experience	Career Service (Subprofessional) First Level Eligibility	-do-	Supply & Property Management Office	
12	ADMINISTRATIVE ASSISTANT I (Super I)	VISCAB ADAS1- 87-2023	7	₱18,620.00	Completion of 2 years studies in college	None required (preferably with relevant trainings)	1 year of relevant experience	Career Service(Subprofessional) First Level Eligibility	-do-	Procurement Office	
13	ADMINISTRATIVE AIDE VI (CLERK III at Chancellors Office)	VISCAB ADAB- 106-2023	6	₱17,553.00	Completion of 2 years studies in college	None required	None required	Career Service(Subprofessional) First Level Eligibility	-do-	Chancellor's Office	
14	ADMINISTRATIVE AIDE VI (CLERK III- Cash Clerk)	VISCAB ADAB- 107-2023	6	₱17,553.00	Completion of 2 years studies in college	None required	None required	Career Service(Subprofessional) First Level Eligibility	-do-	Disbursing/Cashiers Office	
15	ADMINISTRATIVE AIDE VI (CLERK III- Records Clerk)	VISCAB ADAB- 108-2023	6	₱17,553.00	Completion of 2 years studies in college	None required	None required	Career Service(Subprofessional) First Level Eligibility	-do-	Records Office	

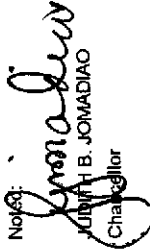
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16	ADMINISTRATIVE AIDE VI (CLERK III- Accounting Clerk)	VISCAB-ADAP- 109-2023	6	₱17,563.00	Completion of 2 years studies in college (with background in Accounting)	None required	1 year of relevant experience	Career Service/Subprofessional First Level Eligibility	-do-	Accounting Office
17	ADMINISTRATIVE AIDE IV (CLERK II)	VISCAB-ADAA- 126-2023	4	₱15,566.00	Completion of 2 years studies in college	None required	None required	Career Service/Subprofessional First Level Eligibility	-do-	Chancellors Office

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 **August 9, 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. This office highly encourage 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 next in rank are automatically considered as applicants. Diverse applicants are encouraged to apply.**

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

SARAH M. CHUA
AO IV/HRMO Designate
Alangalang, Leyte
alangalang_hrmo@vsu.edu.ph

No. 69:

JUNETH B. JOMADIO
Chancellor

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.