

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

To: CIVIL SERVICE COMMISSION (CSC)

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)


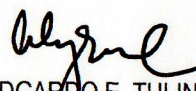
Date: September 24, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	INTERNAL AUDITOR IV	IAUD4- 4-2009	22	704,604	Bachelor's degree relevant to the job	16 hrs	3 yrs	CS Professional	<ol style="list-style-type: none"> 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 Exemplifying integrity - complies with policies, rules and standards set by the university Solving problems and decision making - provides and offers timely solutions to problems and decision dilemmas for prompt and effective service. 	Internal Audit Service Office
2	ADMINISTRATIVE AIDE VI (mechanic); Heavy Eqpt Optr I	ADA6-113-2004; HEO1-2-1998	6	172080	High school graduate or completion of relevant vocational/trade course	None required	None required	Mechanic; Heavy Eqpt Optr (MC 10, s. 20136 - Cat	<ol style="list-style-type: none"> Planning and delivering - ability to plan programs, activities and projects to help attain the over all university mandate, priorities and commitments. Championing and applying innovation - continuously innovates and finds ways to introduce new practices and procedures that will result to ease of doing things for improved customer service. 	
3	ADMINISTRATIVE AIDE VI	ADA6- 92-2004	6	172080	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	CSSP 1st Level Elig.	<ol style="list-style-type: none"> 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. 	GSD

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 October 5, 2018.

- 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;
- Performance rating in the present position for one (1) year (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records.

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



 Dr. LOURDES B. CANO/Dr. EDGARDO E. TULIN
 Director, ODAHRD/University President
 ODAHRD, VSU, Visca, Baybay City, Leyte

lourdesbcano@yahoo.com/edgardo.tulin@vsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.