


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:


FE DAPHNEY C. RAMOS
Head, OHRM

Date: 1/23/2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Officer V (Administrative Officer III)	VISCAB-ADOF5-1-2005	18	46,725.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	CSC (Professional) Second Level Eligibility	Core: 1. Exemplifying Integrity and Professionalism- Level 2 2. Delivering Service Excellence- Level 2 3. Communication Savvy- Level 2 4. Interpersonal Relationship Management- Level 2 5. Change Adaptation- Level 2 6. Gender Responsive Management- Level 1 Functional: 1. Administrative Services Management - Level 2 2. Accounting Management- Level 2 3. Critical Thinking and Problem-Solving - Level 2 4. Documents and Records Management - Level 3 5. Monitoring and Evaluation - Level 3 6. Peer Mentoring - Level 2 7. Use of ICT Management - Level 8. Process Management - Level 3 9. Report Writing - Level 2	Chancellor's Office, VSU Isabel, Leyte
2	Accountant II	VISCAB-A2-131-2023	16	39,672.00	Bachelor's Degree in Commerce/Bus. Adm. Major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (Certified Public Accountant)	Core: 1. Exemplifying Integrity and Professionalism- Level 2 2. Delivering Service Excellence- Level 2 3. Communication Savvy- Level 2 4. Interpersonal Relationship Management- Level 2 5. Change Adaptation- Level 2 6. Gender Responsive Management- Level 1 Functional: 1. Finance Management - Level 2 2. Accounting Management- Level 2 3. Critical Thinking and Problem-Solving - Level 2 4. Monitoring and Evaluation - Level 3 5. Peer Mentoring - Level 2 6. Use of ICT Management - Level 7. Process Management - Level 3 8. Report Writing - Level 2	Accounting Office, VSU Isabel, Leyte

3	Administrative Officer III (Supply Officer II)	VISCAB-ADOF3-40-2023	14	33,843.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CSC (Professional) Second Level Eligibility	<p>Core:</p> <ol style="list-style-type: none"> 1. Exemplifying Integrity and Professionalism- Level 2 2. Delivering Service Excellence- Level 2 3. Communication Savvy- Level 2 4. Interpersonal Relationship Management- Level 2 5. Change Adaptation- Level 2 6. Gender Responsive Management- Level 1 <p>Functional:</p> <ol style="list-style-type: none"> 1. Administrative Services Management - Level 2 2. Accounting Management- Level 2 3. Critical Thinking and Problem-Solving - Level 2 4. Documents and Records Management - Level 3 5. Monitoring and Evaluation -Level 3 6. Peer Mentoring - Level 2 7. ICT Management - Level 8. Process Management - Level 3 9. Report Writing - Level 2 10. Procurement Management - Level 2 	Procurement Office, VSU Isabel, Leyte
4	Guidance Counselor III	VISCAB-GUIDC3-1-2000	13	31,320.00	Masteral degree in Guidance and Counselling	None Required	None Required	RA 1080 (Guid. Counselor)	<p>Core:</p> <ol style="list-style-type: none"> 1. Exemplifying Integrity and Professionalism- Level 2 2. Delivering Service Excellence- Level 2 3. Communication Savvy- Level 2 4. Interpersonal Relationship Management- Level 2 5. Change Adaptation- Level 2 6. Gender Responsive Management- Level 1 <p>Functional:</p> <ol style="list-style-type: none"> 1. Administrative Services Management - Level 2 2. Critical Thinking and Problem-Solving - Level 2 3. Documents and Records Management - Level 3 4. Monitoring and Evaluation - Level 3 5. ICT Management - Level 6. Process Management - Level 3 7. Facilitation - Level 3 	Guidance Office, VSU Isabel, Leyte

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 February 02, 2024.

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 encourages all interested and qualified applicants and promotes equal employment 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).

6. Willing to accept additional administrative and other related functions.

Preferred Qualifications:

For Administrative Officer V (Administrative Officer III) : Preferably with units in Masters in Management or Juris Doctor, with supervisory experience in a government agency.

For Accountant II: Preferably in a Government Accounting Office.

For Administrative Office III (Supply Officer II) : Preferably has attended the RA9184 Training and in Procurement Office/Supply Office of a government agency.

This is a re-publication of the vacancy, thus, those who already filed their application earlier are considered applicants and not need to apply.

QUALIFIED next-in-rank staff are automatically considered as candidates for the position.

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

FE DAPHNEY C. RAMOS
Head, OHRM

VSU-Isabel, Marvel, Isabel, Leyte

isabel.ohrm@vsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.