

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: 06/23/2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Administrative Assistant III (Bookkeeper II)	VISCAB-ADAS3-3-2010	9	20,402.00	Completion of two years studies in college	4 hours of relevant training	3 years of relevant experience	CSC (Sub professional) First Level Eligibility	Core: 1. Exemplifying Integrity and Professionalism- Demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office. Level 2 2. Delivering Service Excellence- Complies with VSU's established standards of service delivery for customer satisfaction. Level 2 3. Communication Savvy- Effectively delivers messages that simply focus on facts or information. Level 2 4. Interpersonal Relationship Management- Effectively communicates and interacts with colleagues, customers and clients, and works well in a team to achieve results. Level 2 5. Change Adaptation-Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change. Level 2 6. Gender Responsive Management-Promotes gender equality and women empowerment to address gender-related problems and issues. Level 1 Functional: 1. Administrative Services Management - Develops programs and projects, and mobilizes and manages resources, both material and human, in order to fully achieve the set objectives and targets of the university in general and of the different offices/colleges/departments/centers in particular. Level 1 2. Accounting Management-Manages the processing of financial transactions according to COA and DBM rules and regulations, maintaining the books of accounts, analyzing accounts and timely preparation and submission of required reports. Level 1 3. Critical Thinking and Problem-Solving-Analyzes, computes, and interprets results by applying appropriate strategies and methodology to arrive at sound decisions in a learning environment. Level 1 4. Documents and Records Management - Applies and adapts records management standards related to the cycle of records in the university which are conducted to achieve adequate and proper documentation of government policies, transactions and effective management of the university operations. Level 1 5. Facilitation-Guides the exchange of information and ideas in an interactive session designed to meet defined objectives. Level 2 6. Filipino Values Restoration - Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature. Level 2	VSU - Isabel, Marvel, Isabel, Leyte

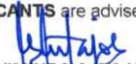
The position will be assigned at the Accounting Office of VSU Isabel, Marvel, Isabel, Leyte.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and email to [isabel.ohrm@vsu.edu.ph](mailto:isabel.ohrm@vsu.edu.ph) not later than July 3, 2022.

**Applications with incomplete documents shall not be entertained and are automatically considered as disqualified.**

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](http://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).

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

  
LUZVIMINDA A. TAJOS  
Chancellor  
VSU-Isabel, Marvel, Isabel, Leyte  
[isabel.ohrm@vsu.edu.ph](mailto:isabel.ohrm@vsu.edu.ph)