

Republic of the Philippines
VISAYAS STATE UNIVERSITY- TOLOSA
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- Tolosa in the CSC website:

ELVIRA L. SABULAO
HRMO

Date: January 16, 2020

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 Officer I (Supply Officer I)	VISCAB- ADOF1-37- 2004	10	11,068.00	Bachelor's Degree	3 years of relevant experience	None Required	Career Service (Professional) Second Level Eligibility	1. 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 credits. 2. Exemplifying Integrity- complies with policies, rules and standards set by the university. 3. Solving problems and decision making- provides and offers timely solutions to problems and decision dilemmas for prompt and effective service. 4. Planning and delivering- ability to plan programs, activities and projects to help attain the over all university mandate, priorities and commitments. 5. 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 6. Demonstrating Personal Effectiveness- Recognizes personal strengths and gaps and willing to utilize strengths at the same time, undergo required trainings and interventions to address competency gaps identified.	Supply 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 January 27, 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:

ELVIRA L. SABULAO
Administrative Officer IV
Visayas State University-Tolosa, Tanghas,
Tolosa, Leyte
vsutolosa.hrmo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.