

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: November 19, 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 Aide I	Casual	1	11,551.00	Elementary School Graduate	None Required	None Required	None Required	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	Registrar's Office
2	Administrative Aide III	Casual	3	13,019.00	Completion of 2 years studies in College	None Required	None Required	None Required		Accounting Office

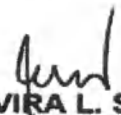
Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than December 1, 2020.

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](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.

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

Walk-in applicants or application lodge through email will not be entertained. Qualified next in rank are automatically considered as applicants and shall be given preference in hiring. Applications with incomplete documents shall not be entertained and the applicant shall be considered as not qualified.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

  
**ELVIRA L. SABULAO**  
**Administrative Officer IV**  
**Visayas State University-Tolosa, Tanghas, Tolosa, Leyte**  
**[vsutolosa.hrmo@gmail.com](mailto:vsutolosa.hrmo@gmail.com)**