

Republic of the Philippines  
VISAYAS STATE UNIVERSITY-VILLABA  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Visayas State University-Villaba in the CSC website:

  
MERLITA D. VELOSO

(Head of Agency)

Date: 04-May-20

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	Administrative Aide III	LS	3	13,019.00	Completion of Two years Studies in College	None required	None required	None required		VSU - Villaba

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 05/19/2020.

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 present position for one (1) year (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:

MERLITA D. VELOSO/AURORA A. CARPIO  
Dean HRMA  
Visayas State University-Villaba  
[merlyveloso@gmail.com/auroracarpio56@yahoo.com.ph](mailto:merlyveloso@gmail.com/auroracarpio56@yahoo.com.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**