

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:


MARIA JEHAN P. LIBRE
(Head of Agency)


Date: July 31, 2023

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 Aide IV (REMO II)	ADA4-124-2023	4	15586	Elementary School Graduate	None required	None required	None required (MC 10 s. 2013 - Cat III)	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 August 10, 2023.

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. Application letter/ Resume
3. Performance rating in the last rating period (if applicable);
4. Photocopy of form 137
5. This office encourage all interested and promotes equal employment opportunity 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:


DAPHNE LAINE D. AYO
HRMA
Visayas State University-Villaba
daphne.ayo@vsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.