

Republic of the Philippines
(Name of Agency)
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request for the publication of the following vacant positions of Visayas State University, Baybay, Leyte in the CSC website:


EDGARDO E. TULIN

(Head of Agency)

October 31, 2018


Date:

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay	Annual Salary	Education	Training	Experience	Eligibility	Qualification Standards		Place of Assignment
									Competency (if applicable)		
1	Media Production Specialist II	MPXS2-1-1998	15	348,120	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second	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 work well in a team to achieve results - M2 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 - Promo gender equality and women - level 1 Functional: 1. ICT Management Implements the effective identification, selection, acquisition, development, utilization, and protection of technologies. In accordance with the mandate of the unit, that will result to efficient and effective delivery of services by ensuring responsiveness to the needs of stakeholder. -level 2 2. Report Writing Prepares and produces reports and other documents such as proposals, policies, guidelines or procedures and manuals in a clear, concise and coherent manner and in accordance with VSU standards that ensures proper documentation and presentation of information for an effective and efficient information -utilization and management -level 2.		VSU Main

Diverse but qualified applicants are encouraged to apply and should signify their interest in writing. Please attach the following documents to the application letter and send to the address below not later than **November 30, 2018**.

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 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:
APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.


Dr. Loidres B. Canoy
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Director, ODAHRD/University President
VSU, Visca, Baybay City, Leyte