

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, Baybay, Leyte in the CSC website:

LOURDES B. CANO

HRMO

December 28, 2020

Date:

| No. | Position Title<br>(Parenthetical Title,<br>if applicable) | Plantilla Item<br>No. | Salary/<br>Job/ Pay<br>Grade | Monthly<br>Salary | Qualification Standards  |                                    |                                     |         | Place<br>of<br>Assign<br>ment   |                               |
|-----|---|-----------------------|------------------------------|-------------------|--|------------------------------------|-------------------------------------|---------|---|-------------------------------|
|     |   |                       |                              |                   | Education  | Training                           | Exp.                                | Elig.   |   | Competency<br>(if applicable) |
| 1   | Medical<br>Technologist<br>II                             | MDTK2-1-2002          | 15                           | 32,053            | Bachelor's<br>degree in<br>Medical<br>Technology<br>or Bachelor<br>of Science<br>in Public<br>Health | 4 hours of<br>relevant<br>training | 1 year of<br>relevant<br>experience | RA 1080 | Core:<br>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<br>2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction. Level-2<br>3. Communication Savvy - Effectively delivers messages that simply focus on facts or information. Level-2<br>4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results. Level-2<br>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<br>6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems and issues. Level-1<br>Functional:<br>1. Administrative Services Management- Develops programs and projects, and mobilizes and manages resources, both material and human, in order to fully achieve the set objectives and targets of the university in general and of the different offices/colleges/departments/centers in particular. Level- 2<br>2. Critical Thinking and Problem Solving - Analyzes, computes, and interprets results by applying appropriate strategies and methodology to arrive at sound decisions in a learning environment. Level - 2<br>3. Health and Wellness Management- Implements sustainable preventive health and wellness programs through information dissemination, preventive health measures and provision of therapeutic services resulting to healthy and productive employees. Level - 3<br>4. Use of Information and Communications Technology (ICT)- 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<br>5. Occupational Health and Safety Management- Ensures implementation of effective health and safety of workers in the workplace through creating VSU Safety Committee and conducting seminar workshops such that all faculty and staff will be made aware of the importance of the health and safety in the workplace to avoid job-related sickness/accidents. Level-2<br>6. Risk Management- Ensures implementation of effective identification of hazards in the workplace and develop plans on mitigation, prevention, risk preparedness and responding by conducting a periodic safety inspection, hazard analysis and emergency drills in accordance with RA 10121 to ensure safety of residents, faculty and staff of any risk. Level - 2<br>7. Waste Management- Implements and ensures the effective waste segregation, collection, disposal through stakeholders' awareness and empowerment in accordance with Republic Act 9003 that lead to cleaner and greener University adherence to national and international sanitation and pollution level standards. Level 2 | VSU<br>MAIN                   |

Interested and qualified applicants should signify their interest by applying on line at [jobs.vsu.edu.ph](http://jobs.vsu.edu.ph) not later than January 7, 2021. Diverse applicants are encouraged to apply. Please attach the following documents to your application:

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.

Walk-in applicants or those whose applications were lodged through email will not be entertained. Applications with incomplete documents shall not be entertained and the applicant shall be considered as not qualified.

  
LOURDES B. CANO

Director, ODAS/HRM, VSU, Baybay City Leyte

[jobs.vsu.edu.ph](http://jobs.vsu.edu.ph)

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, Baybay, Leyte in the CSC website:

LOURDES B. CANO

HRMO

December 29, 2020

Date:

| No.  | Position Title<br>(Parenthetical Title,<br>if applicable) | Plantilla Item<br>No. | Salary/<br>Job/ Pay<br>Grade | Monthly<br>Salary | Qualification Standards                           |                  |                  |   | Place<br>of<br>Assign<br>ment  |                            |
|--|---|-----------------------|------------------------------|-------------------|---|------------------|------------------|---|--|----------------------------|
|  |   |                       |                              |                   | Education   | Training         | Exp.             | Elig.   |  | Competency (if applicable) |
| 1  | Admin. Aide VI<br>(Clerk III)                             | ADA6- 82-2004         | 6                            | 15,524            | Completion<br>of 2 years<br>studies in<br>college | None<br>required | None<br>required | CS<br>(Subprofe<br>ssional)<br>First Level<br>Eligibility | <p><b>Core:</b></p> <p>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</p> <p>2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction. Level-2</p> <p>3. Communication Savy - Effectively delivers messages that simply focus on facts or information; Level-2</p> <p>4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results. Level-2</p> <p>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</p> <p>6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems and issues. Level-1</p> <p><b>Functional:</b></p> <p>1. Administrative Services Management- Develops programs and projects, and mobilizes and manages resources, both material and human, in order to fully achieve the set objectives and targets of the university in general and of the different offices/colleges/departments/centers in particular. Level-1</p> <p>2. Documents and Records Management- Applies and adapts records management standards related to the cycle of records in the university which are conducted to achieve adequate and proper documentation of government policies, transactions and effective management of the university operations. Level-1</p> <p>3. Use of Information and Communications Technology (ICT)- 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-1</p> <p>4. Critical Thinking and Problem Solving - Analyzes, computes, and interprets results by applying appropriate strategies and methodology to arrive at sound decisions in a learning environment. Level-1</p> <p>5. Waste Management- Implements and ensures the effective waste segregation, collection, disposal through stakeholders' awareness and empowerment in accordance with Republic Act 9003 that lead to cleaner and greener University adherence to national and international sanitation and pollution level standards. Level-1</p> | VSU<br>MAIN                |
| <p>In order to maintain VSU's ISO 9001:2015 certification, the successful candidate will be assigned as Deputy Document Records Controller of the department/office where he/she will be deployed. Hence, any applicant with sufficient experience as document recorder controller will be selected over another applicant without or with lesser experience in document records controller under ISO 9001:2015.</p> |   |                       |                              |                   |   |                  |                  |   |  |                            |

Interested and qualified applicants should signify their interest by applying on line at [jobs.vsu.edu.ph](http://jobs.vsu.edu.ph) not later than January 7, 2021. Diverse applicants are encouraged to apply. Please attach the following documents to your application:

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.

Walk-in applicants or applications lodged 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.

  
LOURDES B. CANO

Director, ODAS/HRM, VSU, Baybay City Leyte

[jobs.vsu.edu.ph](http://jobs.vsu.edu.ph)

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, Baybay, Leyte in the CSC website:

LOURDES B. CANO

HRMO

December 3, 2020

Date:

| No. | Position Title<br>(Parenthetical Title, if applicable) | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards                  |               |               |  | Place of Assignment   |                            |
|-----|--|--------------------|------------------------|----------------|--|---------------|---------------|--|---|----------------------------|
|     |  |                    |                        |                | Education                                | Training      | Exp.          | Elig.  |   | Competency (if applicable) |
| 1   | Admin. Aide III<br>(Clerk I)                           | ADA3-166-2004      | 3                      | 13,019         | Completion of 2 years studies in college | None required | None required | Career Service(Sub professional) First Level Eligibility | <p>Core:</p> <ol style="list-style-type: none"> <li>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</li> <li>2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction. Level-2</li> <li>3. Communication Savy - Effectively delivers messages that simply focus on facts or information;Level-2</li> <li>4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results. Level-2</li> <li>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</li> <li>6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems and issues. Level-1</li> </ol> <p>Functional:</p> <ol style="list-style-type: none"> <li>1. Administrative Services Management- Develops programs and projects, and mobilizes and manages resources, both material and human, in order to fully achieve the set objectives and targets of the university in general and of the different offices/colleges/departments/centers in particular. Level-1</li> <li>2. Documents and Records Management- Applies and adapts records management standards related to the cycle of records in the university which are conducted to achieve adequate and proper documentation of government policies, transactions and effective management of the university operations. Level-1</li> <li>3. Use of Information and Communications Technology (ICT)- 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-1</li> <li>4. Waste Management- Implements and ensures the effective waste segregation, collection, disposal through stakeholders' awareness and empowerment in accordance with Republic Act 9003 that lead to cleaner and greener University adherence to national and international sanitation and pollution level standards. Level-1</li> </ol> | VSU MAIN                   |

Since the university would like to maintain its QMS certification, outside applicants should have attended at least an ISO 9001:2015 awareness training and have at least six months experience as Deputy Document Record Controller.

Interested and qualified applicants should signify their interest by applying on line at [jobs.vsu.edu.ph](http://jobs.vsu.edu.ph) not later than January 7, 2021. Diverse applicants are encouraged to apply. Please attach the following documents to your application:

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.

LOURDES B. CANO

Director, ODAS/HRM, VSU, Baybay City Leyte

[jobs.vsu.edu.ph](http://jobs.vsu.edu.ph)

Walk-in applicants or those whose applications were lodged through email will not be entertained. Applications with incomplete documents shall not be entertained and the applicant shall be considered as not qualified.