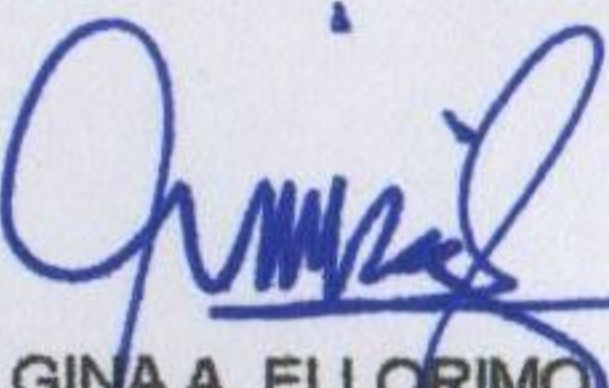


Republic of the Philippines  
**VISAYAS STATE UNIVERSITY**  
Request for Publication of Vacant Positions

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:

  
GINA A. ELLORIMO  
OIC HRMO

Date:

3/8/2022

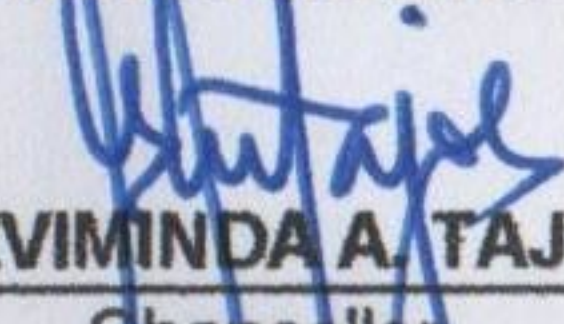
| No. | Position Title<br>(Parenthetical Title, if applicable) | Plantilla Item No.  | Salary/<br>Job/<br>Pay<br>Grade | Monthly Salary | Qualification Standards    |               |               |  | Place of Assignment   |                                   |
|-----|--|---------------------|---------------------------------|----------------|----------------------------|---------------|---------------|--|---|-----------------------------------|
|     |  |                     |                                 |                | Education                  | Training      | Experience    | Eligibility                                |   | Competency (if applicable)        |
| 1   | Administrative Aide II (Messenger)                     | VISCAB-ADA2-43-2005 | 2                               | 13,305.00      | Elementary School Graduate | None Required | None Required | None required (MC 10 s. 2013 - Cat. III)** | 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 Savy - 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-1<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 - 1<br>3. 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<br>4. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives. Level - 1<br>5. Filipino Values Restoration - Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature. - Level 1<br>6. 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 1<br>7. 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 1<br>8. 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 1<br>9. 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 | VSU-Isabel, Marvel, Isabel, Leyte |

The position will be assigned at the Supply and Property Management Office of VSU Isabel. The selected candidate should therefore be willing to be based at Isabel, Leyte.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and email to isabel.ohrm@vsu.edu.ph not later than March 18, 2022.

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 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:

  
LUZVIMINDA A. TAJOS  
Chancellor  
VSU-Isabel, Marvel, Isabel, Leyte  
isabel.ohrm@vsu.edu.ph