


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:


FE DAPHNEY C. RAMOS
Head, OHRM

Date: 08/18/2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Guidance Counselor III	VISCAB-GUIDC3-1-2000	13	29,798.00	Masteral degree in Guidance Counseling	4 hours of relevant training	1 year of relevant experience	RA 1080 (Guidance Counselor)	<p>Core:</p> <ol style="list-style-type: none"> 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 works well in a team to achieve results. Level 2 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-Promotes gender equality and women empowerment to address gender-related problems and issues. Level 1 <p>Functional:</p> <ol style="list-style-type: none"> 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 2. ACCOUNTING MANAGEMENT- Manages the processing of financial transactions according to COA and DBM rules and regulations, maintaining the books of accounts, analyzing accounts and timely preparation and submission of required reports; manages the preparation of cheques and disbursements, replenishment, and liquidation of cash advances, petty cash, and other personnel cash emoluments, and receives collectibles/ payments in accordance with relevant rules and regulations. Level 2 3. 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 4. Budget Management - Packages and submits responsive budgetary proposal to finance programmed projects and activities for the following year and applies the protocols required for effective budgetary utilization by ensuring decisions and operations are implemented in compliance with applicable laws, policies, procedures, standards, and regulations. Level 2 5. 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 6. 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 3 7. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives. Level 3 8. Filipino Values Restoration - Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature. Level 3 9. Fiscal Management - Applies the protocols required to safeguard and effectively utilize financial resources to attain university mandate and use said resources economically by ensuring decisions and operations are implemented in compliance with applicable laws, policies, procedures, standards, and regulations. Level 3 10. Health and Wellness Management- Implements sustainable preventive health and wellness programs through information dissemination, preventive health measures & provision of therapeutic services resulting to healthy and productive employees. Level 3 11. Human Resource Management and Development- Searches, attracts and assesses job candidates and guides the appointing authority in choosing the best fit for the job at the right time, in accordance with legal requirements to achieve organizational goals. Level 3 12. Use of Information and Communications Technology (ICT)- Implements the effective identification, selection, acquisition, development, utilization, & 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 13. Maintenance Management - Develops maintenance planning and operation monitoring to effectively and efficiently deliver repair/maintenance services for buildings, facilities, equipment, machineries and vehicles. Level 3 14. Monitoring and Evaluation - Gathers and analyzes the detailed status of the program in order to determine if its ongoing activities are still aligned with the intended direction of achieving the set goals and objectives. Level 3 	VSU - Isabel, Marvel, Isabel, Leyte

