

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:


HONEY SOFIA V. COLIS

OIC HRMO

Date:

March 3, 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	Administrative Aide V (Carpenter II)	ADA5- 65-2004	5	15909	Elementary School Graduate	None required	1 year of relevant experience	Carpenter (MC 10, 20136 - Cat II)*	<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 Savy - 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. 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. 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 2. Maintenance Management - Develops maintenance planning and operation monitoring to effectively and efficiently deliver repair/maintenance services for buildings, facilities, equipment, machineries and vehicles. Level-1 3. 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 4. 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 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 	VSU MAIN

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 March 14, 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 encouraged to submit via online through jobs.vsu.edu.ph

Qualified next in rank are automatically considered as applicants and shall be given preference in hiring. Diverse applicants are encouraged to apply.

HONEY SOFIA V. COLIS

OIC Director, ODHRM

VSU, Baybay City, Leyte

jobs.vsu.edu.ph

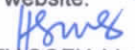
APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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1	SCIENCE RESEARCH ASSISTANT	SRAS-7-1998	9	20402	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service(Subprofessional) First Level Eligibility	<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 Savy - 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 - 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 1 2. 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 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 1 4. Quality Assurance- Controls and improves, as necessary, the quality of audit/assessment/accreditation processes in accordance with prescribed quality control policies and procedures as mandated by the University and in compliance with audit and accrediting bodies. Level 2 	VSU MAIN

<p>6. 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</p> <p>7. Research Management- Identifies issues and potentials for further studies and generation of new knowledge and technologies for the betterment of mankind, mother earth and the universe and conceptualizes proposals for funding and conducts studies to answer questions sought to be answered or maximizes technologies needed to improve the lives of mankind. Level 2</p> <p>8. 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</p>	VSU MAIN
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