

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 30, 2021

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	Admin. Aide III (Clerk I)	ADA3-6-2016	3	13572	Completion of 2 years studies in college	None required	None required	CS (Subprofessional) First Level Eligibility	<p><b>Core:</b></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><b>Functional:</b></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. 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</li> <li>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-1</li> <li>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</li> <li>6. Procurement Management- Effectively undertakes procurement planning, programming, project management, and requirement specifications to facilitate achievement of organisational or agency program of work, goals and targets. Procurement should support plans, goals and targets such that acquisitions are undertaken within the specific acceptable timetable, budget and to appropriate specifications. The approved Annual Procurement Plan authorises and guides the procurement activities of the agency for the year. Level 1</li> </ol>	VSU MAIN

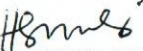
The successful candidate will be assigned at the Office of the Head for Procurement. The applicant must be skilled in PC Operations especially on Office applications.

Interested and qualified applicants should signify their interest by sending application letter and the following documents thru the link [jobs.vsu.edu.ph](http://jobs.vsu.edu.ph) not later than April 9, 2021.

- 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 last rating period** (if applicable);
- 3. Photocopy of certificate of eligibility/rating/license; and
- 4. Photocopy of Transcript of Records.

**Walk-in applicants or applications filed through email shall not be entertained.**

**Existing qualified casual and JO Clerks will be given preference in hiring.**



**HONEY SOFIA V. COLIS**

OIC-Director, ODHRM

VSU, Baybay City, Leyte

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED AND ARE AUTOMATICALLY CONSIDERED AS DISQUALIFIED.**

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  
HRMO  
Date: \_\_\_\_\_ March 30, 2021

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	
1	Administrative Officer IV	ADOF4-19-2004	15	33575	Bachelor's Degree	4 hours of relevant training	3 years of relevant experience	<b>Career Service (Professional) Second Level Eligibility</b> Core: 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 Functional: 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. 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 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-2 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 -2	VSU MAIN

5. Process Management - Develops, formulates and reviews for enhancement processes, policies and procedures which govern the execution of tasks, activities, or projects, in order to ensure work is accomplished and required results are delivered effectively and efficiently; adopt measures to drive compliance; be proactive in responding to opportunities for improving/streamlining based on experience, feedback, emerging technologies and new direction. Level 2

6. 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-2

7. 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. Spearheads and coordinates with all units in the University including the external campuses in the preparation and conduct of accreditation/certification/audit related activities seeing to it that all academic programs and operations are in conformity and compliant with national and international standards. Implements continuous and periodic audit/assessment quality monitoring to ensure that its activities are carried out at acceptable audit/accreditation standards and improves the agencies operations. Level -2

The major functions of the would be incumbent of the position involves providing assistance and facilitation of the functions of executive to include scheduling of appointments, preparation of itineraries, speeches presentations when required invited as resource person by other agencies. It would also involve drafting of communication to potential university collaboration and funding agencies. Thus, any applicant possessing these competencies will be given preference.

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 April 9, 2021. Diverse applicants are encouraged to apply. Please attach the following documents to your online 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 last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

**This is a re-publication of the vacancy which lapsed due to the pandemic. Thus, those who already filed their applications earlier need not apply but will be included in the ranking. Only new additional applicants will be entertained and included in the screening, evaluation and ranking together with previous applicants.**

**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.**

  
**HONEY SOFIA V. COLIS**

OIC Director, ODHRM  
 VSU, Baybay City, Leyte

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED AND ARE AUTOMATICALLY CONSIDERED AS DISQUALIFIED.**