

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

Date:

March 4, 2019

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Exp.	Elig.		Competency Level (if applicable)
1	College Librarian I	CL1- 2-1998	13	24,224	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/ Arts major in Library Science	None required	None required	RA 1080	<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 1 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 	VSU MAIN

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Exp.	Elig.		Competency Level (if applicable)
									<p>2. Quality Assurance - Controls and improves, as necessary, the quality of audit/assessment/ accreditation processes; Implements continuous and periodic audit/assessment quality monitoring ; Implements the effective identification, selection, acquisition, development, utilization, and protection of technologies.</p> <p>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.</p> <p>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.</p>	

Interested and qualified applicants should signify their interest in writing. Diverse applicants are encouraged to apply. Attach the following documents to the application letter and send to the address below not later than March 18, 2019.

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 present position for one (1) year (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:

Qualified next in rank and those with actual Librarian experience will be given preference

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Lourdes B. Cano
LOURDES B. CANO
 Director, ODAHRD

ODAHRD, VSU, Visca, Baybay City, Leyte; odahrd@vsu.edu.ph; Personnel office@vsu.edu.ph; lourdesbcano@yahoo.com

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

Date:

March 4, 2019

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Exp.	Elig.		Competency level (if applicable)
1	Administrative Officer V	ADOF5-13-2004	18	38,085	Bachelor's Degree	3 years of relevant experience	8 hours of relevant training	Career Service (Profl) Second 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. 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 	VSU MAIN

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Exp.	Elig.	
									<p>4. Quality Assurance - Controls and improves, as necessary, the quality of audit/assessment/ accreditation processes; Implements continuous and periodic audit/assessment quality monitoring ; Implements the effective identification, selection, acquisition, development, utilization, and protection of technologies.</p> <p>5. Human Resource Management and Development</p> <p>a. Recruitment, Selection and Placement - 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 organisational goals.</p> <p>b. Benefits, Compensation, and Welfare Management - Develops, implements, evaluates and enhances policies and programs on benefits, compensation, rewards, incentives, health and wellness to improve employee welfare.</p> <p>c. Learning and Development Planning, Facilitation And Administration- Translates training/learning needs results into interventions and prioritizes and schedules them for implementation, stimulates process, sustains learning through facilitation, formative assessment, and use of various training/learning methodologies and activities, plans, executes and reports the implementation of training/learning interventions, courses and programs.</p> <p>d. Performance Management - Collects, analyzes, reviews and reports performance data and establish scientific basis for performance targets and measures.</p> <p>e. Rewards And Recognition - Identifies, develops and implements programs for the organization/bureaucracy to reward and recognize outstanding performance and behaviour.</p>

Interested and qualified applicants should signify their interest in writing. Diverse applicants are encouraged to apply. Applicants should attach the following documents to the application letter and send to the address below not later than March 18, 2019.

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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. Photocopy of HR and supervisor trainings attendance
6. Certification issued by employer of supervisory experience in the government

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Only supervisory and HR related trainings will be considered as relevant trainings and given credits for ranking purposes.

In case of tie or less than 1 point difference in the ranking, qualified next in rank or those actually performing HR functions will be given preference in the selection

J. Cano
JOURDES B. CANO
 Director, ODAHRD

VSU, Visca, Baybay City, Leyte. odahrd@vsu.edu.ph; Personnel.office@vsu.edu.ph; jourdescano@yahoo.com