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			LUL LUCAVAC OTATE I	14 III /EDOITY / 1- 41 - 000 14-14-1
We hereby required the nublication of the following	Vacant positions which are	authorized to be tilled	at the VISAVAS STATE	INIIVERSITY IN THE CSC Wengite.
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	HONEY SOFIA V. COLIS	
	OIC HRMO	
Date:	March 15, 2023	
Date.	Wal 61 15, 2525	

The second secon		Salary/		Qualification Standards					Place of	
No.	(Parenthetical Title, if applicable)	Plantilla Item No.		Monthly Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Assignment
1	Administrative Assistant V (Electronics & Communications Equipment Technician III)	ADAS5-154- 2004	11	27000	Completion of 2 years studies in college or High School Graduate with relevant vocational/tr ade course	8 hours of relevant training	2 years of relevant experience	Electronics Equipment Technician (MC 10 s. 2013 - Cat. II)*	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-1 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	VSU MAIN

			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 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	
			5. Facilitation - Guides the exchange of information and ideas in an interactive session designed to	
			meet defined objectives. 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 1	
			7. 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	

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 25, 2023.

- 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.
- 5. Note: This office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

The successful candidate will be assigned at the Radio Station DYDC.

Qualified applicants are encouraged to submit via online through jobs.vsu.edu.ph

Qualified next in rank are automatically considered as applicants.

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

OIC Director, ODHRM
VSU, Baybay City, Leyte
jobs.vsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.