


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: June 8, 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	Guidance Coordinator III	GCOOR3-1- 1998	16	36628	Masteral degree in Guidance and counselling	4 hours of relevant training	1 year of relevant experience	RA 1080 (Guid. Counselor)****	<p>Core:</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>Functional:</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-2</li> <li>2. 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</li> <li>3. 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</li> </ol>	VSU MAIN

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-2

5. 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 -2

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

7. 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

8. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives. Level 2

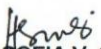
9. Resource Mobilization Management- Allocates limited resources in an effective manner through efficient utilization of funds, time, human and other resources to deliver respective tasks and generate solutions to challenges in the workplace Level 3

10. Consultation and Advising - Addresses issues and concerns affecting students' academic performance by strictly following the consultation time schedule, responds to queries and implements interventions which result to highly satisfied clients. Level 2

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 June 18, 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.

**Qualified next in rank are automatically considered as applicants and shall be given preference in hiring.**

  
**HONEY SOFIA V. COLIS**  
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 OIC Director, ODHRM  
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 VSU, Baybay City, Leyte  
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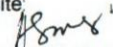
**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED AND ARE AUTOMATICALLY CONSIDERED AS DISQUALIFIED.**



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					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Media Production Specialist II	MPXS2-1-1998	15	33575	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	<p>Core:</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>Functional:</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-2</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-3</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-2</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-2</li> <li>5. 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</li> <li>6. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives Level-2</li> </ol>	VSU MAIN

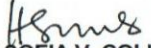
Applicants who possess the following skills/knowledge are preferred to be hired:

- Proficient in the use of computer and desktop publishing for development of multimedia materials.
- Skills in consolidating and preparing reports and communication materials for the office and for the University President.
- Knowledge in development of project proposals for funding.

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 June 18, 2021. Diverse applicants are encouraged to apply. Please attach the following documents to your online

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