

**To: CIVIL SERVICE COMMISSION (CSC)**

We hereby request the publication of the following vacant positions, which are authorized to be filed, at the Visayas State University, Baybay, Leyte in the CSC website:

**Republic of the Philippines  
VISAYAS STATE UNIVERSITY  
Request for Publication of Vacant Positions**

**LOURDES B. CANO**

Date:

HRMO  
June 30, 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards			Competency (if applicable)	Place of Assignment	
					Education	Training	Exp.			
1	Admin. Aide III (Clerk I)	ADA3-194-2004	3	13,019	Completion of 2 years studies in college	None required	None required	CS (Subprofessional) First Level Eligibility	<p><b>Core:</b></p> <p>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</p> <p>2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction. Level-2</p> <p>3. Communication Savvy - Effectively delivers messages that simply focus on facts or information. Level-2</p> <p>4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results. Level-2</p> <p>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</p> <p>B. Bender-responsive management - Promotes gender equality and women empowerment to address gender-related problems and issues. Level-1</p> <p><b>Functional:</b></p> <p>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</p> <p>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</p> <p>3. Accounting Management- Manages the processing of financial transactions according to CDA and DBM rules and regulations, maintaining the books of accounts, analyzing accounts and timely preparation and submission of required reports; manages the preparation of cheques and disbursements, replenishment, and liquidation of cash advances, petty cash, and other personnel cash emoluments, and receives collectibles/ payments in accordance with relevant rules and regulations. Level 1</p> <p>4. 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</p>	VSU MAIN

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 July 9, 2020.

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 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 apply online at [jobs.vsu.edu.ph](http://jobs.vsu.edu.ph)

**Qualified next in rank will be given preference**

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

**LOURDES B. CANO**

Director-DBA/HRD

[jobs.vsu.edu.ph](http://jobs.vsu.edu.ph)

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**LOURDES B. CANO**

**HRMO**

Date: **June 30, 2020**

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									Competency	(if applicable)	
1	<b>Agricultural Technician I</b>	<b>AGT1-1-2002</b>	<b>6</b>	<b>15,524</b>	<b>Completion of two years studies in college</b>	<b>None required</b>	<b>None required</b>	<b>Career Service(Subpro- fessional) First Level Eligibility</b>	<b>Core:</b> 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 Savvy - 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. 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. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives. Level 1 5. Monitoring and Evaluation - Barthers 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.	<b>VSU MAIN</b>	

Since the functions of the would be Agricultural Technician I will be more in facilitating community-based trainings and community engagements, seedling propagation, conservation of critically endangered native plants and research and extension activities in biodiversity conservation and sustainable agriculture applicant who is a graduate of BS Forestry or related course and has experience and training relevant to the above functions will be given preference 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 July 9, 2020.  
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Director, HRMO

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									Competency	(if applicable)	
1	ENGINEER III	ENG3-1-2013	19	46,791	Bachelor's degree relevant to the job (Civil Eng'g)	8 hrs. of relevant training	2 yrs of relevant experience	RA 1080	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 Savvy - 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. Critical Thinking and Problem Solving - Analyzes, compares, and interprets results by applying appropriate strategies and methodology to arrive at sound decisions in a learning environment. Level - 2 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. Level - 3 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. 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 - 3 6. Project Management- Facilitates smooth implementation of projects, work or activities through information collection from and provision to concerned parties, departments or individuals. Level-2 7. Maintenance Management - Develops maintenance planning and operation monitoring to effectively and efficiently deliver repair/maintenance services for buildings, facilities, equipment, machineries and vehicles. Level - 3 8. Monitoring and Evaluation - Barriers 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 9. 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 bids. Level 2		VSU MAIN

The functions of the position include the preparation of building designs and costs estimates and supervision of infrastructure projects of the university to ensure compliance with engineering plans, designs and safety requirements.

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Date: \_\_\_\_\_  
LOURDES B. CANO  
HRMO  
30-Jun-20

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									Competency	(if applicable)	
1	Security Guard II	SECG2-12-1998	5	14,641	High School Graduate	None required	1 year of relevant experience	Security Guard License (MC 10, s. 2013 - Cat IV)***	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 Savvy - 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. 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 2. 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 3. 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	VSU MAIN

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2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of Security Guard License
4. Photocopy of Transcript of Records/ High School Diploma

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Existing qualified applicants presently occupying regular next in rank position of Security Guard I shall be given preference.

  
**LOURDES B. CANO**

Director, ODAHRD VSU Baybay/ City Leyte