

Fabian C. Alvaro

Electronic copy to be submitted to the CSC FO

must be in MS Excel format

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

Date:

HRMO
 July 3, 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job Pay Grade	Monthly Salary	Qualification Standards			Place of Assignment		
					Education	Training	Exp.			
1	ADMINISTRATIVE ASSISTANT II	ADAS2-50-2004	8	17,505	5 years of Electronic & Communications Engineering	4 hours of relevant training	1 year of relevant experience	Licensed ECE in PRC	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. Communicational 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. 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 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-1 4. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objective. Level-1 5. 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-1	VSU MAIN

The position requires incumbent to edit and proof read contents of students manuals, design and develop [E] materials including brochures, leaflets, etc. and edit and lay-out background graphics. Interested and qualified applicants should signify their interest in writing. Divers applicants are encouraged to apply. Attach the following documents to the application letter and send to the address below not later than July 13, 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;
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. Other documents/certificate/evidences showing capability to perform the above mentioned functions.

DUE TO OPERATIONALIZATION OF THE VSU HRIS, QUALIFIED APPLICANTS ARE ADVISED TO APPLY ONLINE AT jobs.vsu.edu.ph ONLY.

Qualified next in rank will be given preference.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.


LOURDES B. CANO

Director, HRMO

jobs.vsu.edu.ph