

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 August 12, 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.	Elig.	Competency (if applicable)	
1	ADMINISTRATIVE ASSISTANT II	ADAS2-50-2004	8	17,505	Completion of 2 years studies in college or High School graduate with relevant vocational/ trade course	4 hours of relevant training	1 year of relevant experience	Electronics Equipment Technician (MC 10 s. 2013 - Cat. II)*	<p>Core:</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>6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems and issues. Level-1</p> <p>Functional:</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. 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</p> <p>4. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objective. Level-1</p> <p>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</p> <p>* MC 10, s. 2013 Cat II - refers to positions whose qualification standard (QS) requires eligibilities which can be obtained by completing one (1) year of Very Satisfactory actual work performance.</p>	VSU MAIN


Maintenance of broadcast electronic equipment and DVDC transmitter.

Interested and qualified applicants should signify their interest by filing their application on line at jobs.vsu.edu.ph and attaching his application letter together with the following documents not later than August 21, 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, only applications filed online within the period as indicated in the vacancy announcement can be included in the generated tentative comparative assessment for short-listing. Applicants who submitted their applications through email or filed in hard copy will therefore be considered as automatically disqualified.

Qualified next in rank will be given preference. APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.


LOURDES B. CANO
Director, DDAS/HRM
jobs.vsu.edu.ph