

Republic of the Philippines  
VISAYAS STATE UNIVERSITY  
Request for Republication of Vacant Position

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the republication of the following vacant position, which are authorized to be filled, at the Visayas State University, Baybay, Leyte in the CSC website:

LOURDES B. CANO

Date: HRMO  
September 10, 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				
					Education	Training	Exp.	Elig.	Competency (if applicable)
1	Supervising Administrative Officer (Public Relations Officer IV, with official station at VSU Manila Office at Pasay City)	SADOF-8-2004	22	66,867	Bachelor's degree with at least 18 Masteral units	16 hours relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	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-2 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, computes, 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. Project Management- Facilitates smooth implementation of projects, work or activities through information collection from and provision to concerned parties, departments or individuals. Is keen and quick in understanding and dealing with a project situation in a manner that is likely to lead to



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<p><b>Since the major functions of the would be hired employee is to represent the President and the university in various meetings with government agencies and SUCs in Metro Manila, only experience in supervisory/managerial positions and liaisoning experience with government agencies and in state universities and colleges will be given points.</b></p> <p>Interested and qualified applicants should signify their interest by applying jobs. vsu.edu.ph not later than September 20, 2020.</p> <ol style="list-style-type: none"> <li>1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at <a href="http://www.csc.gov.ph">www.csc.gov.ph</a>;</li> <li>2. Performance rating in the present position for one (1) year (if applicable);</li> <li>3. Photocopy of certificate of eligibility/rating/license; and</li> <li>4. Photocopy of Transcript of Records.</li> </ol> <p><b>This is a re-publication of the vacancy which lapsed due to the pandemic. Thus, those who already filed their applications earlier in writing are advised to again APPLY online, otherwise, they will not be included in the assessment and further evaluation.</b></p> <p><b>In addition, since the would be incumbent will be representing the President most of the time, the top ranking candidate policy in selecting whom to appoint will not be followed in the selection of the successful candidate for this position. The President shall use his discretion in selecting from among the qualified top ranking candidates.</b></p> <p><b>APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED AND THE APPLICANT ARE AUTOMATICALLY CONSIDERED AS DISQUALIFIED.</b></p>					<p>6. 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</p> <p>7. 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-3</p> <p>8. Sharing Expertise and Linkaging- Shares technical expertise and links with other institutions through the conduct of trainings, seminar-workshops, lectures, conferences and consultancy services to increase knowledge, skills and expertise of clients based on pre and post evaluations. Level 2</p> <p>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</p> <p>10. Procurement Management-Effectively undertakes procurement planning, programming, project management, and requirement specifications to facilitate achievement of organisational or agency program of work, goals and targets. Procurement should support plans, goals and targets such that acquisitions are undertaken within the specific acceptable timetable, budget and to appropriate specifications. The approved Annual Procurement Plan authorises and guides the procurement activities of the agency for the year. Level 3</p>			



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Director, ODASHRM

[jobs.vsu.edu.ph](mailto:jobs.vsu.edu.ph)