

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

HRMO

Date:

September 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.	Elig.		
1	Heavy Equipment Operator II	HEO2-1-1998	6	15,524	High School Graduate or Completion of relevant vocational/trade course	None Required (but applicant with TESDA NC III certificate will be preferred)	1 year of relevant experience	Heavy Equipment Operator (MC 10, s. 2013 - Cat II)* (and with Prof. Driver's license with restriction code 1, 2 & 3)	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. 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 2. 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 3. 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 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	VSU MAIN
2	Heavy Equipment Operator I	HEO1-2-1998	4	13,807	High School Graduate or Completion of relevant vocational/trade course	None Required (but applicant with TESDA NC III certificate will be preferred)	None Required	Heavy Equipment Operator (MC 10, s. 2013 - Cat II)* (and with Prof. Driver's license with restriction code 1, 2 & 3)		
The would be incumbents will be assigned not only to operate existing heavy equipments of the university such as backhoe, dumptrucks, tractors but will likewise, will be assigned to drive the VSU tourist bus, ordinary buses and other running vehicles of the university when no there is no scheduled operations of heavy equipment. Thus, any applicant with										

Interested and qualified applicants should signify their interest by aplying on line at jobs.vsu.edu.ph not later than October 10, 2020. Diverse applicants are encouraged to apply. Please attach the following documents to your 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;
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.

Walk-in applicants or applications lodged through email will not be entertained. Qualified next in rank are automatically considered as applicants and shall be given preference in hiring. Applications with incomplete documents shall not be entertained and the applicant shall be considered as not qualified.

LOURDES B. CANO

Director, ODAS/HRM, VSU, Baybay City Leyte

jobs.vsu.edu.ph