

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  
October 13, 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Education	Training	Exp.	Elig.	Qualification Standards		Place of Assignment
									Competency (if applicable)		
1	Administrative Officer V (Planning Officer III)	ADOF5-12-2004	18	40,637	Bachelor's Degree	8 hours relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	<p><b>Core:</b></p> <ol style="list-style-type: none"> <li>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</li> <li>2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction. Level-2</li> <li>3. Communication Savvy - Effectively delivers messages that simply focus on facts or information; Level-2</li> <li>4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results. Level-2</li> <li>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</li> <li>6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems and issues. Level-1</li> </ol> <p><b>Functional:</b></p> <ol style="list-style-type: none"> <li>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-3</li> <li>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</li> <li>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</li> <li>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</li> </ol>		VSU MAIN


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					Education	Training	Exp.		Elig.
								<p>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</p> <p>6. 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-2</p> <p>7. 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>8. 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> <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 2</p>	VSU MAIN

Since the would be incumbent will act as Planning Officer and head of the Planning Office of the university, only experience in planning and supervisory functions will be credited. In addition, only training relevant to planning and supervision/leadership will be accepted as compliance to the training requirement.

Interested and qualified applicants should signify their interest by applying on line at [jobs.vsu.edu.ph](http://jobs.vsu.edu.ph) not later than October 23, 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](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.

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. Walk-in applicants or those whose applications were lodged through email will not be entertained. 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](http://jobs.vsu.edu.ph)