

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:

October 16, 2020

N O.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assign ment	
					Education	Training	Exp.	Elig.		Competency (if applicable)
1	Administrative Aide IV (Driver II) to be assigned at the VSU Cebu Office	ADA4-120-2004	4	13,807	Elementary School Graduate but an applicant with higher educational attainment will be given preference because of additional functions to be given to the incumbent	None required but applicant with NC II Driver will be preferred	2 years of relevant experience	Professional Driver's License (MC 10 s. 2013 - Cat. IV)***	<p>Core:</p> <ol style="list-style-type: none"> 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 <p>Functional:</p> <ol style="list-style-type: none"> 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. Maintenance Management - Develops maintenance planning and operation monitoring to effectively and efficiently deliver repair/maintenance services for buildings, facilities, equipment, machineries and vehicles. Level-1 4. 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 7. 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 Cebu Office
<p>The would be appointee will not only perform driving functions but he/she will also be assigned to assist the Head of the Cebu Office in providing over all assistance to the Procurement Office of the university in its procurement functions and BAC secretariat services and also, in providing liaisoning functions to the various units, academic departments and research centers at the main and the component campuses. He/she shall also be assigned to assist the Guest House Caretaker in maintaining an efficient and effective services of the Lodging House including maintainance of the building and the grounds.</p>										

Interested and qualified applicants should signify their interest by aplying on line at jobs.vsu.edu.ph not later than October 26, 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 who are willing to be assigned at the VSU Cebu Office 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

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					Education	Training	Exp.	Elig.		Competency (if applicable)
1	Admin. Aide VI (Clerk III)	ADA6-103-2004	6	15,524	Completion of 2 years studies in college	None required	None required	CS (Subprof essional) First Level Eligibility	<p>Core:</p> <ol style="list-style-type: none"> 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 Savy - 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 <p>Functional:</p> <ol style="list-style-type: none"> 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. 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 5. 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
<p>Since the university is already ISO certified, the university needs clerical staff with experience in ISO assessment/audit or as deputy Document Records Controller. Applicant who possesses this experience shall be given preference in hiring.</p>										

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4. Photocopy of Transcript of Records.

Walk-in applications or applications through email shall not be entertained.

Qualified next in rank are automatically considered prospective applicants and will be given preference in the final decision for hiring.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED AND ARE AUTOMATICALLY CONSIDERED AS DISQUALIFIED.


LOURDES B. CANO

Director, ODAS/HRM

jobs.vsu.edu.ph