

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 in the CSC website:

[Signature]
FE DAPHNEY C. RAMOS
Head, HRMO

Date: 15-Oct-21

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Place of Assignm ent		
					Education	Training	Experience		Eligibility	Competency (if applicable)
1	Administrative Officer I (Cashier)	VISCAB- ADOF1-34- 2004	10	21,205.00	Bachelor's Degree	None Required	3 years of relevant experience	Career Service (Professional) Second 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 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. 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 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. Fiscal Management - Applies the protocols required to safeguard and effectively utilize financial resources to attain university mandate and use said resources economically by ensuring decisions and operations are implemented in compliance with applicable laws, policies, procedures, standards, and regulations. Level -2 	VSU ISABEL

<p>The position will be assigned at the Cashier's Office of VSU Isabel. The functions of the position will generally be to lead the overall operations of the said office and to provide administrative support services in VSU-Isabel. Thus, only experience in supervision or management will be considered as relevant experience.</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-2</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. 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>10. 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> <p>11. 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 2</p>	<p>VSU- ISABEL</p>
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The position will be assigned at the VSU Isabel campus. The functions of the position will generally be to lead the overall operations in the Cashier's Office and to provide administrative support services to the entire campus. Thus, only experience in supervision or management will be considered as relevant experience. Applicants with experience and/or competencies in cashing or related functions will be given preference. Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and email to isabel.ohrm@vsu.edu.ph not later than October 29, 2021.

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 last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

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


 LUZVIMINDA A. TAJOS
 Chancellor
 VSU-Isabel, Marikina City, Leyte
isabel.ohrm@vsu.edu.ph

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