

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:

December 9, 2019

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary / Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Exp.	Elig.	
1	Heavy Equipment Operator II	HEO2-1-1998	6	14,847	High School Graduate or Completion of relevant vocational/trade course	None Required	1 year of relevant experience	Heavy Equipment Operator (MC 10, s. 2013 - Cat II)*	VSU MAIN
2	Heavy Equipment Operator I	HEO1-2-1998	4	13,214.00	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	Heavy Equipment Operator (MC 10, s. 2013 - Cat II)*	

Interested and qualified applicants should signify their interest in writing. Diverse applicants are encouraged to apply. Attach the following documents to the application letter and send to the address below not later than December 19, 2019.

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.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

  
LOURDES B. CANO  
Director, UOAHRO

UOAHRO, VSU, Visca, Baybay City, Leyte; [odahro@vsu.edu.ph](mailto:odahro@vsu.edu.ph); [Personnel.office@vsu.edu.ph](mailto:Personnel.office@vsu.edu.ph); [lourdesbcano@yahoo.com](mailto:lourdesbcano@yahoo.com)



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					Education	Training	Exp.	Elig.		Competency (if applicable)
1	Draftsman III	DFM3-1-2002	11	20,754	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Draftsman (MC 10 s. 2013 - Cat II)**	<p>Core:</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>Functional:</p> <ol style="list-style-type: none"> <li>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</li> <li>2. 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 a good outcome. Conceptualizes, develops, implements, and evaluates programs and projects whether routine, non-routine, ad hoc or task force assignments. Level 1</li> <li>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</li> <li>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</li> </ol>	VSU MAIN

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LOURDES B. CANO  
Director, UDAHRU

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00AHRU, VSU, Visca, Baybay City, Leyte; [odahrd@vsu.edu.ph](mailto:odahrd@vsu.edu.ph); Personnel office@vsu.edu.ph; [lourdesbcano@yahoo.com](mailto:lourdesbcano@yahoo.com)



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					Education	Training	Exp.	Elig.		Competency (if applicable)
1	Agricultural Technician I	AGT1-1-2002	6	14,847	Completion of two years studies in college	None required	None required	Career Service(Sub professional) First Level Eligibility	<p>Core:</p> <p>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</p> <p>2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction -Level 2</p> <p>3. Communication Savy - Effectively delivers messages that simply focus on facts or information; - Level 2</p> <p>4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results - Level 2</p> <p>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</p> <p>6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems and issues. Level - 1</p> <p>Functional:</p> <p>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</p> <p>2. 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</p> <p>3. 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</p> <p>4. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives. Level 1</p> <p>5. 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 1</p>	VSU MAIN

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LOURDES B. CANO

Director, ODAHRD

ODAHRD, VSU, Visca, Baybay City, Leyte; [odaohrd@vsu.edu.ph](mailto:odaohrd@vsu.edu.ph); [Personnel.office@vsu.edu.ph](mailto:Personnel.office@vsu.edu.ph); [lourdesbcano@yahoo.com](mailto:lourdesbcano@yahoo.com)