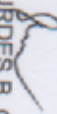


Republic of the Philippines  
(Name of Agency)  
Request for Publication of Vacant Positions

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 21, 2018

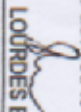
No.	Position Title (Parent/child Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Exp.	Elig.	
1	Registrar IV	RA-1-2001	22	58717	Masteral degree	16 hours of relevant training	3 years of relevant experience	Career Service (Prof.) Second Level Eligibility	Registrar
					<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</li> <li>2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction</li> <li>3. Communication Savvy - Effectively delivers messages that simply focus on facts or information;</li> <li>4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results</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.</li> <li>6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems and issues.</li> </ol> <p>Functional:</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.</li> </ol>				

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Place of Assignment		
					Education	Training	Exp.			
									<p><b>Elig.</b></p> <p><b>Competency (If applicable)</b></p> <p>2. Quality Assurance - Controls and improves, as necessary, the quality of audit/assessment/ accreditation processes; Implements continuous and periodic audit/assessment quality monitoring; Implements the effective identification, selection, acquisition, development, utilization, and protection of technologies.</p> <p>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.</p> <p>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.</p>	

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 January 6, 2018.

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:

  
**LOURDES B. CANO**  
 Director, ODAHRD

1. Misra, Baybayon City, Leyte; [oderhd@su.edu.ph](mailto:oderhd@su.edu.ph); [PersonalOffice@su.edu.ph](mailto:PersonalOffice@su.edu.ph); [lourdesbcano@yahoo.com](mailto:lourdesbcano@yahoo.com)  
**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**