


Republic of the Philippines
VISAYAS STATE UNIVERSITY-ISABEL
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-Isabel in the CSC website.


GINA A. ELORIMO
OIC-HRMO

Date: January 20, 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Administrative Officer III	ADOF3-8-2010	14-1	27,755.00	Bachelor's Degree	4 hrs. relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility Core Competencies 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 Functional Competencies 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. Process Management - Develops, formulates and reviews for enhancement processes, policies and procedures	Administrative and Finance Services Office, Visayas State University-Isabel, Marvel, Isabel, Leyte

