

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:

  
HONEY SOFIA V. COLIS  
OIC HRMO

Date: January 10, 2022

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	Competency (if applicable)	
1	Agricultural Technician I	AGT1-1-2002	6	16200	Completion of two years studies in college	None required	None required	Career Service(Subpro fessional) First Level Eligibility	<p><b>Core:</b></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><b>Functional:</b></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

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than January 21, 2022.

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

***Qualified applicants are encouraged to submit via online through [jobs.vsu.edu.ph](http://jobs.vsu.edu.ph)***

***Qualified next in rank are automatically considered as applicants and shall be given preference in hiring. Diverse applicants are encouraged to apply.***

**HONEY SOFIA V. COLIS**

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OIC Director, ODHRM

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VSU, Baybay City, Leyte

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[jobs.vsu.edu.ph](http://jobs.vsu.edu.ph)

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**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**