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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
HRMO
Date: _____ **May 31, 2021**

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	Chief Administrative Officer	CADOF-3-2004	24	86742	Masteral degree	24 hours of training in management and supervision	4 years in position/s involving management and supervision	Career Service (Professional) Second Level Eligibility	Core: 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-2 Functional: 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-2 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	VSU MAIN

5. 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

6. Report Writing - Prepares and produces reports and other documents such as proposals, policies, guidelines or procedures and manuals in a clear, concise and coherent manner and in accordance with VSU standards that ensures proper documentation and presentation of information for an effective and efficient information utilization and management. Level 2

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

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

9. 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 3

Leadership:

1. Thinking Strategically and Creatively- Dreams and envisions what the future looks like for the university, thinks dimensionally, crafts strategic goals and strategies to attain that future, identifies connections that are not obviously connected and comes up with new and creative ideas to enhance organizational effectiveness and responsiveness. Level -1

2. Creating and Nurturing a High Performance Organization- Creates a high performing organizational culture that is purpose driven, results-based, client focused and team-oriented. Level 1


3. Building Collaborative and Inclusive Working Relationships- Builds a network of reciprocal, high trust and synergistic working relationship among employees within the organization and across other government and non-government organizations to leverage and maximize opportunities for strategic partnership with external stakeholders. Level 1

Applicants must possess significant experience in senior administrative management or leadership roles. In addition, only applicants who have training and experience in ISO 9001:2015 will be considered as qualified since VSU is an ISO certified university. Familiarity with the Government Procurement and Reform Act otherwise known as RA 9184 and its Implementing Rules and Regulations, CSC's ORAOHRA, and Data Privacy Act is an advantage. Finally, applicants who have been occupying or now occupant of a next-in-rank position with salary grade not lower than SG-21, including equivalent positions if working in the private sector, will be considered qualified to apply.

Interested and qualified applicants should signify their interest by applying online at jobs.vsu.edu.ph not later than June 10, 2021. Diverse applicants are encouraged to apply. Please attach the following documents to your online application:

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.
5. Certificate of attendance to ISO 9001:2015, Data Privacy Act training;
6. Evidence of actual exposure to ISO 9001:2015, if any;
8. Copies of relevant Supervisory/Leadership Trainings conducted by CSC and other training institutions

This is a re-publication of the vacancy, thus, those who already filed their applications earlier need not apply but will be included in the ranking. Only new additional applicants will be entertained and included in the screening, evaluation and ranking together with previous applicants.


HONEY SOFIA V. COLIS
 OIC Director, ODHRM
 VSU, Baybay City, Leyte
jobs.vsu.edu.ph