

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

June 24, 2019

Date:

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.	Competency (if applicable)	
1	WELDER I	WELD1-2-2005	4	13,214	Elementary School Graduate	None Required	None Required	Welder (MC 10, s. 2013 - Cat II)*	<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. 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>2. Maintenance Management - Develops maintenance planning and operation monitoring to effectively and efficiently deliver repair/maintenance services for buildings, facilities, equipment, machineries and vehicles. Level-1</p> <p>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</p> <p>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</p>	VSU MAIN

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 July 4, 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;
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/ IESUA NC II (if available)
4. Photocopy of Transcript of Records/ High School or Elementary Diploma

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, ODAHRO

ODAHRD, VSU, Visca, Baybay City, Leyte; odahtd@vsu.edu.ph; personnel.office@vsu.edu.ph; lourdesbcano@yahoo.com

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LOURDES B. CANO

HRMO
24-Jun-19

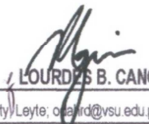
Date:

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					Education	Training	Exp.	Elig.	Competency (if applicable)	
1	ADMINISTRATIVE AIDE III (Driver I)	ADA3-182-2004	3	12,466	Elementary School Graduate	None required	1 year of relevant experience	Professional Driver's License (MC 10 s. 2013 - Cat. IV)***	<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 Savvy - 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. 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>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. Maintenance Management - Develops maintenance planning and operation monitoring to effectively and efficiently deliver repair/maintenance services for buildings, facilities, equipment, machineries and vehicles. Level-1</p> <p>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</p>	VSU MAIN

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3. Photocopy of Drivers License and TESDA NCII Certificate (if available)
4. Photocopy of Transcript of Records/ High School or Elementary Diploma

QUALIFIED APPLICANTS are advised to hand in their application to:


LOURDES B. CANO
6/24/19

ODAHRD, VSU, Visca, Baybay City/Leyte: oda@vsu.edu.ph; Personnel office@vsu.edu.ph; lourdesbcano@yahoo.com

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