



3 Instructor I

(AVXKDT) Department of Pure and Applied Chemistry
Close Date: February 23, 2020
Number of Applicants: 0
Appointment: Substitute
Status: **Available**

Transparency



The Visayas State University complies with the conditions of good governance as set by National Budget Circular 542, reiterating compliance to the General Appropriations Act of FY 2012.

eFOI



The Visayas State University recognizes the People's constitutional right to information and state policies to full public disclosure and transparency in public service.

Subscribe

How to apply?


About the System

The VSU Human Resource Management Information System is an open source web content management system which is customized to fit the functional requirements of the University.

The rest of this manual is aimed at helping university users especially the job applicants of the university so as to get the best out of it.

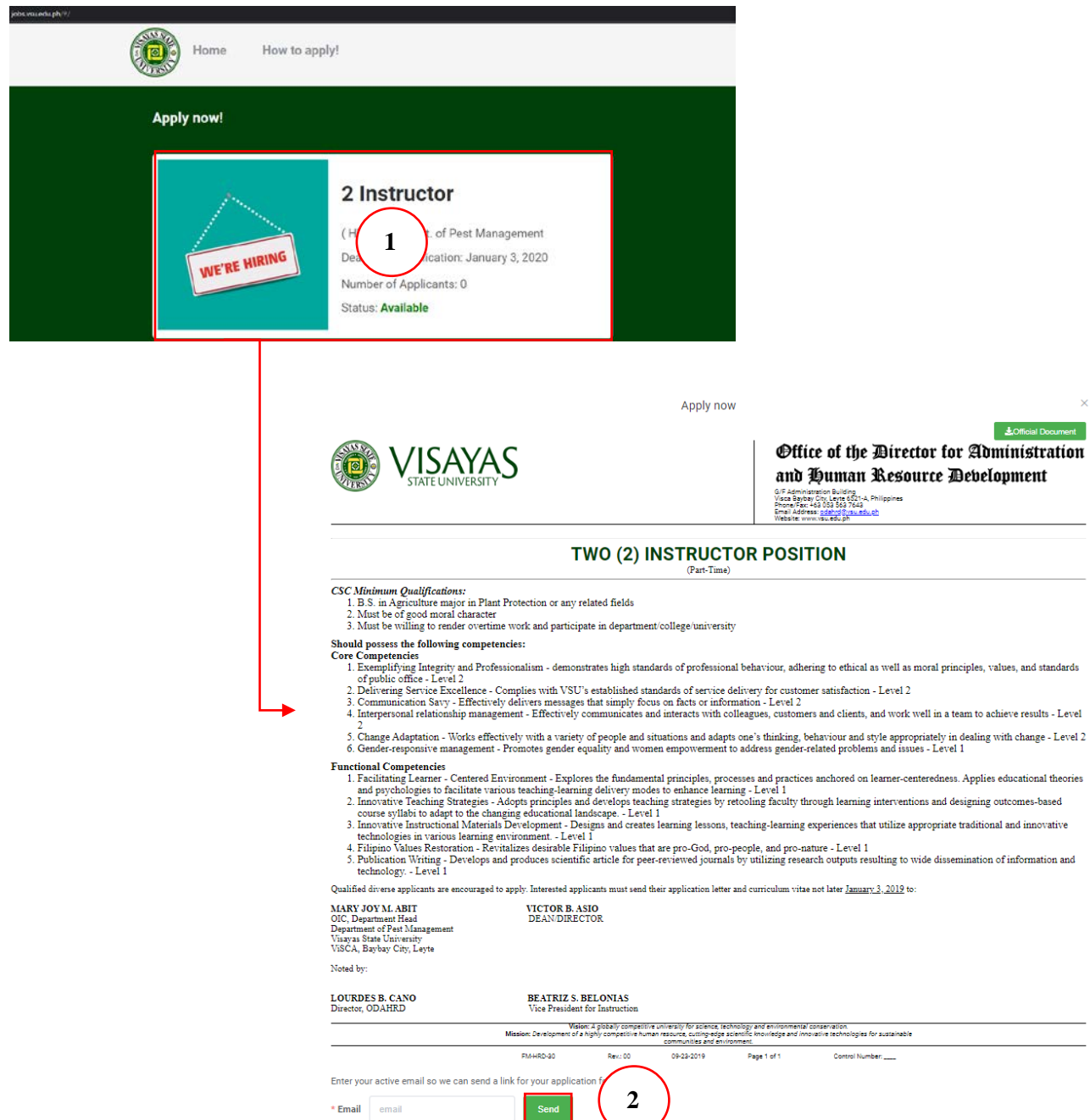
The following screenshots shows the step by step process during online application. The first part of this manual instructs new applicants while the other, is for vsu registered applicants.

Go to jobs.vsu.edu.ph to search for jobs available in Visayas State University.

1. Click an available job you intend to apply.
2. Click  **Download** to save a copy of the terms and conditions of the job you are up to apply or send your email address to proceed.

The system will send an email to the applicant providing the link of the application form. A sample of the application form is shown by the screenshot.

Note: *Please attach files that are less than 3mb.*



The screenshot displays the Visayas State University Jobs Portal. At the top, there is a navigation bar with 'Home' and 'How to apply!'. Below this, a green banner reads 'Apply now!'. A job listing for '2 Instructor' is shown, with a red circle around the number '2' and a red arrow pointing to the application form. The job details include: (H) of Pest Management, Des. of Publication: January 3, 2020, Number of Applicants: 0, and Status: Available. The application form is titled 'TWO (2) INSTRUCTOR POSITION (Part-Time)' and is issued by the Office of the Director for Administration and Human Resource Development. It lists the CSC Minimum Qualifications, Core Competencies, and Functional Competencies. The form is signed by MARY JOY M. ABIT, OIC, Department Head, and VICTOR B. ASIO, DEAN/DIRECTOR. It also includes a section for 'Noted by' with signatures of LOURDES B. CANO and BEATRIZ S. BELONIAS. The footer contains the university's vision and mission, the form number FMHRD-00, revision Rev: 00, date 09-22-2019, page number Page 1 of 1, and a control number. At the bottom, there is a field for 'Enter your active email so we can send a link for your application form' with a 'Send' button and a red circle around the number '2'.

jobs.vsu.edu.ph/

Home How to apply!

Apply now!

2 Instructor

(H) of Pest Management

Des. of Publication: January 3, 2020

Number of Applicants: 0

Status: Available

Apply now

Official Document

VISAYAS STATE UNIVERSITY

Office of the Director for Administration and Human Resource Development

G/F Administration Building
Visaya Baybay City, Leyte 6521A, Philippines
Phone/Fax: +63 532 565 7640
Email Address: hrd@vsu.edu.ph
Website: www.vsu.edu.ph

TWO (2) INSTRUCTOR POSITION
(Part-Time)

CSC Minimum Qualifications:

1. B.S. in Agriculture major in Plant Protection or any related fields
2. Must be of good moral character
3. Must be willing to render overtime work and participate in department/college/university

Should possess the following competencies:

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 Savvy - 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. Facilitating Learner - Centered Environment - Explores the fundamental principles, processes and practices anchored on learner-centeredness. Applies educational theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning - Level 1
2. Innovative Teaching Strategies - Adopts principles and develops teaching strategies by retooling faculty through learning interventions and designing outcomes-based course syllabi to adapt to the changing educational landscape. - Level 1
3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences that utilize appropriate traditional and innovative technologies in various learning environment. - Level 1
4. Filipino Values Restoration - Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature - Level 1
5. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs resulting to wide dissemination of information and technology. - Level 1

Qualified diverse applicants are encouraged to apply. Interested applicants must send their application letter and curriculum vitae not later January 3, 2019 to:

MARY JOY M. ABIT
OIC, Department Head
Department of Pest Management
Visayas State University
VISCA, Baybay City, Leyte

VICTOR B. ASIO
DEAN/DIRECTOR

Noted by:

LOURDES B. CANO
Director, ODAHRD

BEATRIZ S. BELONIAS
Vice President for Instruction

Vision: A globally competitive university for science, technology and environmental conservation
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment

FMHRD-00 Rev: 00 09-22-2019 Page 1 of 1 Control Number: _____


Enter your active email so we can send a link for your application form

* Email


2

For first-time applicants

For first-time applicants using the HRMIS system, please be guided by the instruction provided below.

1. Open your email.
2. Look for the HRIS notification message.
3. Click the application page link.
4. The applicant details form will be opened on the next tab. Please, fill-in the information needed.
5. On the lower part of the page, applicants must submit the required documents set by the office.
6. Click  when you're done.

VSU Application Link Inbox x

 **HRIS.info** <hrisinfo@vsu.edu.ph>
to me ▾

Good day!

You are about to be assigned as Administrative Aide IV (Clerk II) at the Director for Admin. & Human Resource Devt. Office. Refer to Job code ZRTEUY

Please follow the link below to start your application process.

[Application page link](#)

Link is valid until 2019/12/29 00:00:00

Applicant Details

* Last name * First name Middle name

Name Suffix * Sex * Civil Status

* Date of birth

Birth Place * Citizenship * Country

* Height (M) * Weight (Kg) Blood Type * Email

Telephone No. Mobile No. Highest Degree Attained

☐ Same with permanent

Residential Address

City/ Municipality

Barangay

Subdivision/ Village

Street

House/Block/ Lot no

Permanent Address

City/ Municipality

Barangay

Subdivision/ Village

Street

House/Block/ Lot no

Documents

- * Application Letter
Click to upload
PDF file less than 3mb
- Diploma
Click to upload
PDF file less than 3mb
- Performance Rating
Click to upload
PDF file less than 3mb
- * Resume
Click to upload
PDF file less than 3mb
- * Transcript of Records
Click to upload
PDF file less than 3mb
- * Curriculum Vitae
Click to upload
PDF file less than 3mb
- * Eligibility/Rating/License
Click to upload
PDF file less than 3mb
- * Personal Data Sheet
Click to upload
PDF file less than 3mb
- Training Certificates
Click to upload
PDF file less than 3mb

Submit

7. A Disclaimer message will show-up, please click **Agree & Submit** to finish.

Disclaimer ×

The sender guarantees correctness of all information; data and documents submitted, and that all supporting documents are authentic PDF copies of the original. All original copies will be submitted by the shortlisted applicants, who will be called for interview, teaching demonstration, skills test, etc. that are required depending on the position.

If the applicant is not hired, he/she likewise agrees that VSU can keep his/her application documents for a period not to exceed 2 years from date of application, to form part of the database or pool of applicants for consideration in future hirings, if applicable. After 2 years, such documents will be deleted from the database.

8. A prompt notification will be displayed after you have successfully applied using the VSU HRIS system.



VSU HRIS

Thank you for applying!

You have successfully submitted your application!

An email has been sent to you for further instructions.

8

Already a user ? [Login here](#)

9. Check your inbox. A message from the VSU HRIS will be sent to the applicant.
Below is a sample screenshot.

10. Click [here](#) to set your new password.

11. Click  when you're done.

Note: After you have set a new password, you can login to hris.vsu.edu.ph website.

Welcome Applicant! Inbox x



HRIS.info <hrisinfo@vsu.edu.ph>
to me ▾

You have successfully submitted your application form.

After initial review of your credentials and tentative computation of initial points you gained based on our criteria for hiring (excluding points from skills test, competencies and potential from the interview), we will notify you of the status of your application.

Meanwhile, you can check your application status **10** [here](#).
You may submit your documents [here](#) indicating the applied position cards.

We would also like to remind you that original copies of your submitted documents should be presented during the interview and skills test, should you will include in the shortlist for further evaluation and screening.

Link is valid until 2019/12/29 05:17:16



Visca, Baybay City, Leyte
Philippines 6521-A
Website: vsu.edu.ph | Phone/Fax: +63 53 563 7067
Emails: ceo@vsu.edu.ph (Office of the President) | information@vsu.edu.ph (Public email) | registrar@vsu.edu.ph (Office of the Registrar)

VSU's Vision: A globally competitive university for science, technology, and environmental conservation

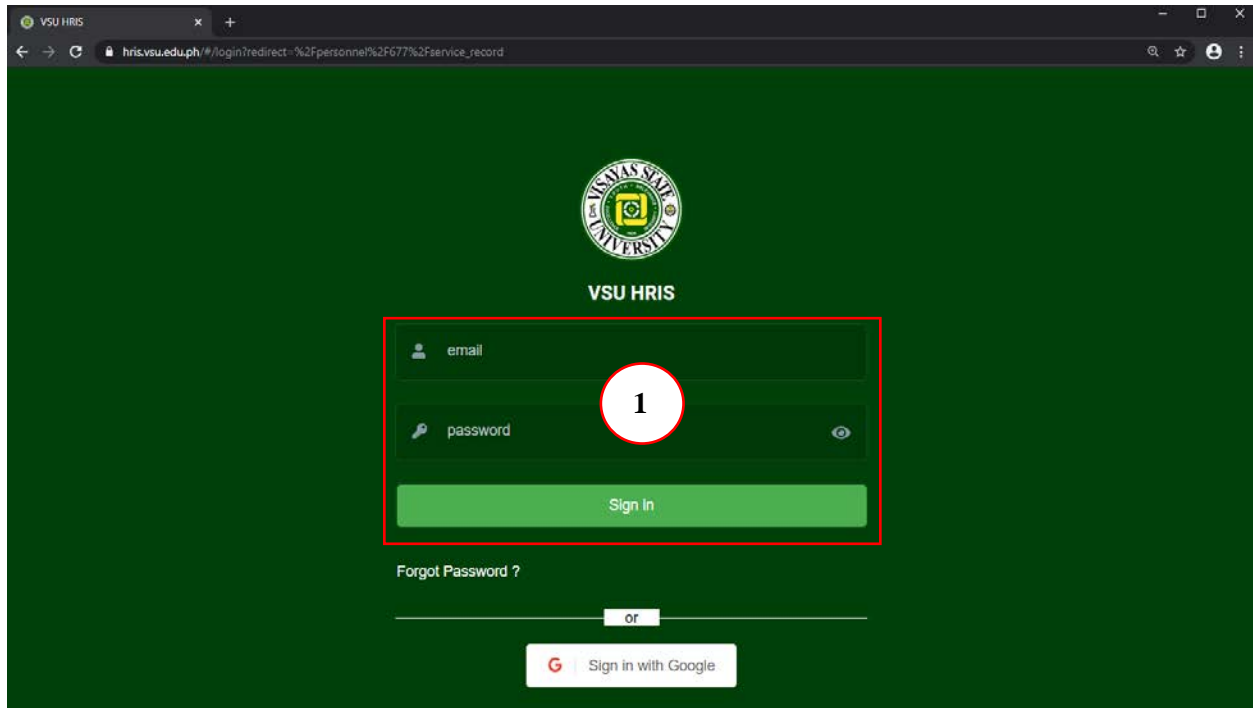
VSU's Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Note:

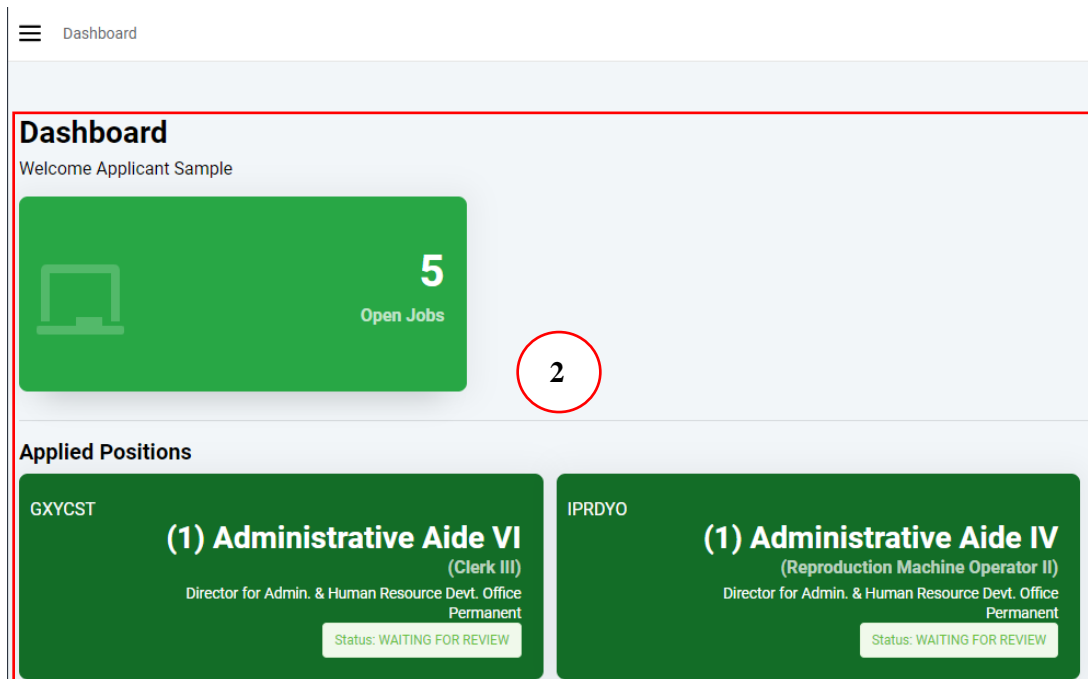
- ALWAYS log out when you are not using the HRMIS and never leave your PC unattended when you are currently logged-in.
- After you log in into HRMIS for the first time, change your Password.
 - Strong Password: min 8 characters (lower & upper case, numbers, special characters) – example: passWord@123

For registered applicants

1. Log-in using your email and VSU HRIS user account via the hris.vsu.edu.ph website or sign in with Google.



2. The VSU HRIS dashboard will be loaded. The dashboard will display the *Open Jobs* button and the status of *Applied Positions*.



- Click *Open Jobs* to view a list of available jobs. For example, click 2 Architect II buttons to open. The qualifications of this job will be loaded.
- Click apply to proceed.

Available Jobs

1 Administrative Aide IV
(IPRDYO) Director for Admin. & Human Resource Devt. Office
Deadline of application: January 23, 2020
Number of Applicants: 6
Status: **Available**

1 Administrative Aide VI
(OXYCST) Director for Admin. & Human Resource Devt. Office
Deadline of application: January 23, 2020
Number of Applicants: 9
Status: **Available**

2 Architect II
(ENBYUM) Director for Admin. & Human Resource Devt. Office
Deadline of application: January 23, 2020
Number of Applicants: 0
Status: **Available**

TWO (2) ARCHITECT II POSITION
Salary Grade: 16 - 1
Monthly Rate: 33,384.00 + 20 % premium
(Contractual)

CSC Minimum Qualifications:

1. Education: Bachelor's degree in Architect
2. Experience: 1 year of relevant experience
3. Training: 3 hours of relevant training
4. Eligibility: RA 1080

Should possess the following competencies:

Core Competencies:

1. **Exemplifying Integrity and Professionalism** - Demonstrates high standards of professional behavior, 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 Key** - 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, behavior 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/departments centers in particular - Level 2
2. **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 2
3. **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 stakeholders - Level 2
4. **Risk Management** - Ensures implementation of effective identification of hazards in the workplace and develop plans on mitigation, prevention, risk preparation 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
5. **Project Management** - Facilitates smooth implementation of projects, work or activities through information collection from and provision to concerned parties, departments or individuals. Is timely and quick in understanding and dealing with a project situation in a manner that is likely to lead to a good outcome. Conceptualizes, develops, implements, and evaluates programs and projects whether routine, non-routine, ad hoc or task force assignments - Level 2
6. **Process Management** - Develops, formulates and reviews for enhancement processes, policies and procedures which governs the execution of tasks, activities, or projects, in order to ensure work is accomplished and required results are delivered effectively and efficiently; adopt measures to drive compliance, be proactive in responding to opportunities for improving/ streamlining based on experience, feedback, emerging technologies and new direction - Level 2

The function of the standard architect shall be design and preparation of building and other infrastructure needs of the university, as well as to assist in the planning of the New VSU Development Plan. Qualified direct applicants are encouraged to apply. Interested applicants must send their application letter and resume not later than January 23, 2020. Qualified applicants are all need to be based on or used through course email: personnel@vsu.edu.ph, colado@vsu.edu.ph

LORENZO B. CANO
Director for Admin. & Human Resource Devt. Office
Visayas State University
VISCA, Baybay City, Leyte

ROBERTO A. PATINDOL
VP for Admin. & Finance

Apply

- Before proceeding, a notice modal will pop up. Please click **Proceed** to continue.


Confirm

You are about to apply on a Job Post with:

Code: **MKPIEZ**
Position: **Instructor I**
Appointment: **Permanent**
Office: **DCST**

Cancel **Proceed**

6. Applicant Details form will be displayed. Please fill-in the information needed.



Applicant Details

* Last name * First name Middle name

Name Suffix * Sex * Civil Status

* Date of birth

Birth Place * Citizenship * Country

* Height (M) * Weight (Kg) Blood Type * Email

Telephone No. Mobile No. Highest Degree Attained

☐ Same with permanent

Residential Address

City/ Municipality

Barangay

Subdivision/ Village

Street

House/Block/ Lot no

Permanent Address

City/ Municipality

Barangay

Subdivision/ Village

Street

House/Block/ Lot no

6

7. Documents must be submitted for online applications to proceed with the application. You may click Submit Document to do so.

Upload Required Documents

All fields marked with asterisk (*) are required. PDF documents only.

* Application Letter

Click to upload
PDF file less than 3mb

* Curriculum Vitae

Click to upload
PDF file less than 3mb

Diploma

Click to upload
PDF file less than 3mb

Eligibility/Rating/License

Click to upload
PDF file less than 3mb

Performance Rating

Click to upload
PDF file less than 3mb

* Personal Data Sheet

Click to upload
PDF file less than 3mb

* Resume

Click to upload
PDF file less than 3mb

Training Certificates

Click to upload
PDF file less than 3mb

* Transcript of Records

Click to upload
PDF file less than 3mb

7

8

Save

8. Click **Save** when you're done.

After the applicant had filled-in his/her details, he/she will be redirected to submit other details.

1. The Documents Attachment form will be displayed. Click add and upload button placed on Skills, Eligibilities and Work Experience before adding attachments.
2. Click Done. After doing so, you will go back to the HRIS dashboard.

The screenshot shows the VSU HRMIS application form. On the left is a profile card with a circular placeholder for a photo and text: "ID: (Auto generate)" and "Name: Applicant Sample". The main form area has three sections: "Documents", "Skills", and "Eligibilities", and "Work Experience". The "Documents" section has a table with columns "File Name" and "Attachment", and a "No Data" message. The "Skills" section has a table with columns "#", "Skills", and "Action", and a "No Data" message. The "Eligibilities" section has a table with columns "#", "Name", and "Action", and a "No Data" message. The "Work Experience" section has a table with columns "Company", "Position", "Appointment Status", "Start date", "End date", "Attachment", and "Action", and a "No Data" message. Red circles and arrows highlight the "Add" button in the Skills section (labeled "1") and the "Done" button in the top right corner (labeled "2").

This is the end of your application process for now.
For walk-in applicants, please submit your documents to the hiring
department/office clerk.

THANK YOU FOR USING VSU HRMIS WEBSITE AS YOUR JOB APPLICATION
PREFERENCE.

PLEASE CHECK YOUR VSU HRMIS ACCOUNT ONCE IN A WHILE TO GET THE
LATEST UPDATE OF YOUR APPLICATION.