VISAYAS
STATE UNIVERSITY

3 Instructor I

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

WE'RE HIRING

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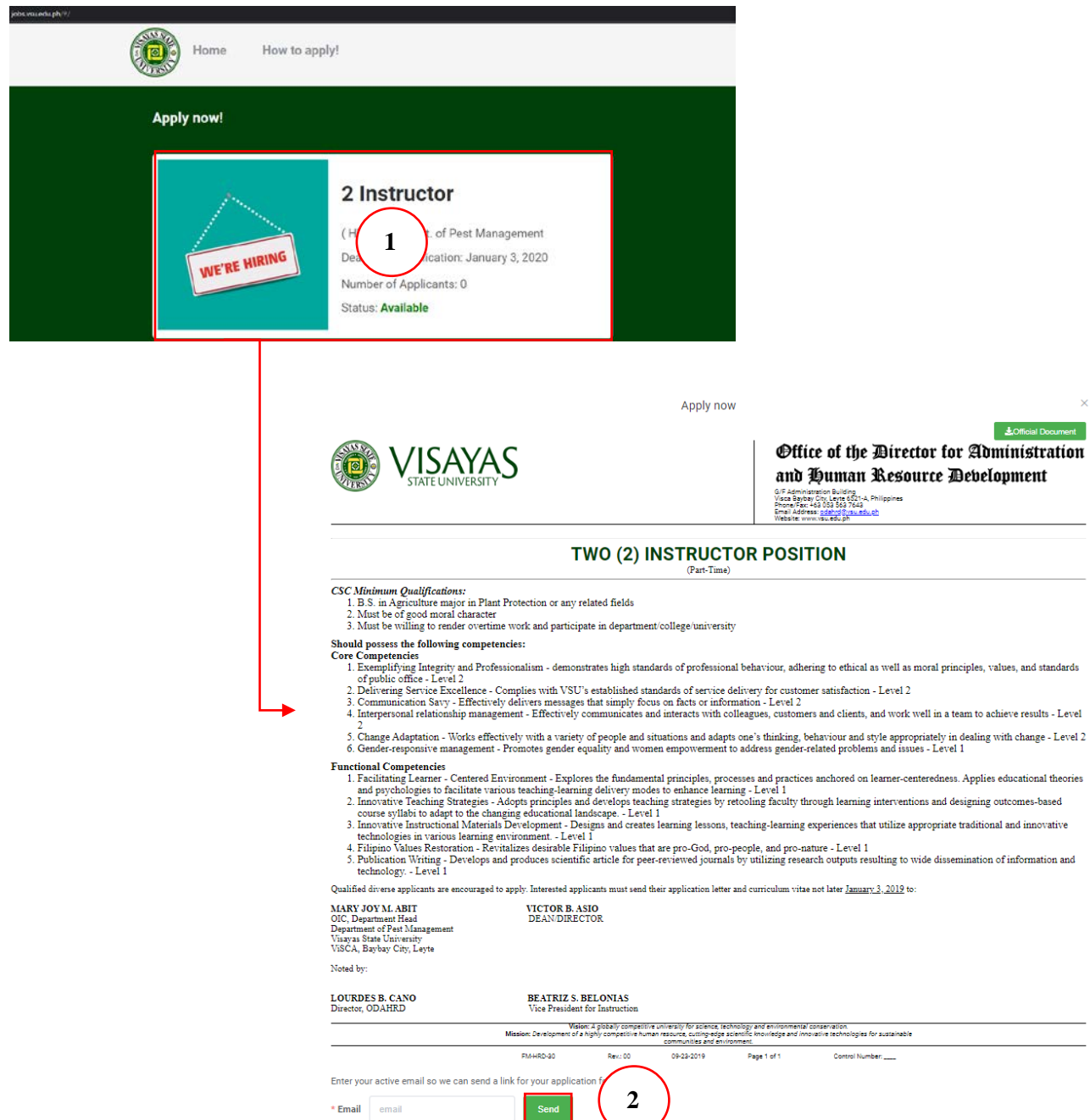
       The following screenshots shows the step by step process during online application. The first part of this manual instructs new applicants while the other, is for vsu registered applicants.

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 upt 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.*

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 **Submit** when you're done.

Documents

* 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

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.

Cancel   Agree & Submit

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.

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Already a user ? Login here

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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 **Save** when you're done.

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

Welcome Applicant! Inbox ×

HRIS.info <hristest@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~~ here.
You may submit your documents ~~by clicking~~ 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

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte
Philippines 6521-A
Website: vsu.edu.ph | Phone/Fax: +63 53 563 7067
Emails: op@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.

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VSU HRIS

Set a new password

New password

Confirm new password

Save

Back to login page

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.
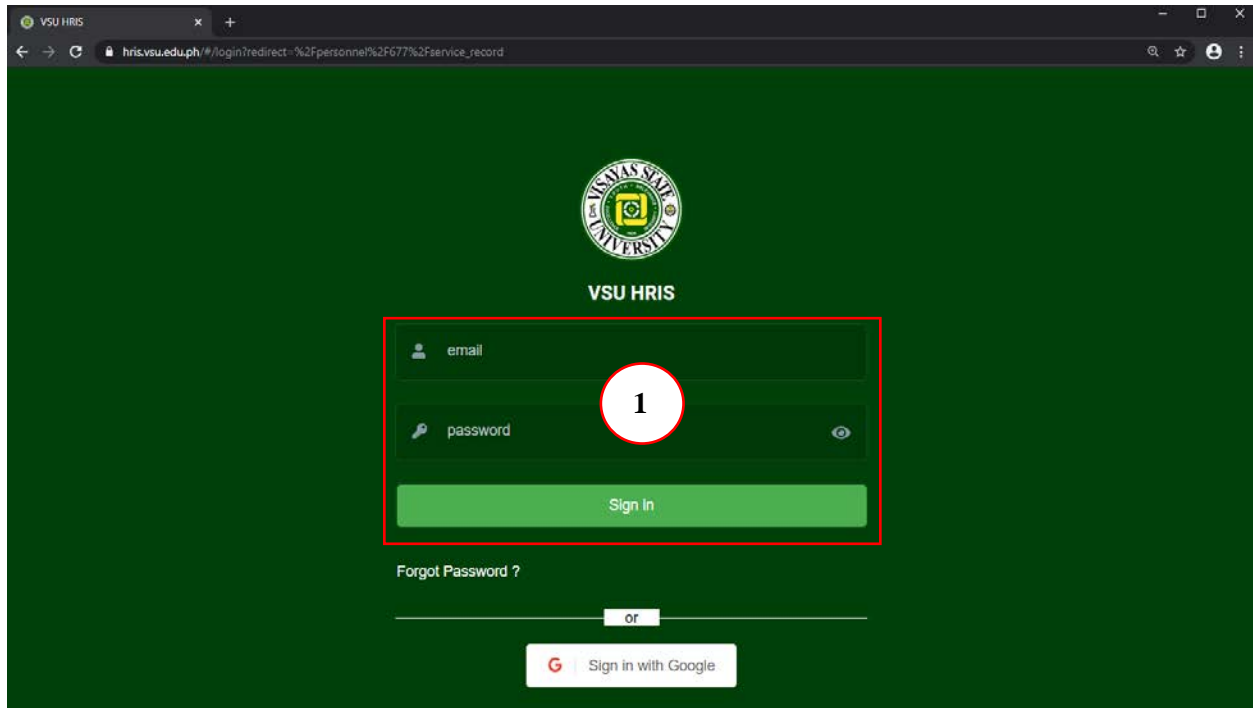
2. The VSU HRIS dashboard will be loaded. The dashboard will display the *Open Jobs* button and the status of *Applied Positions.*
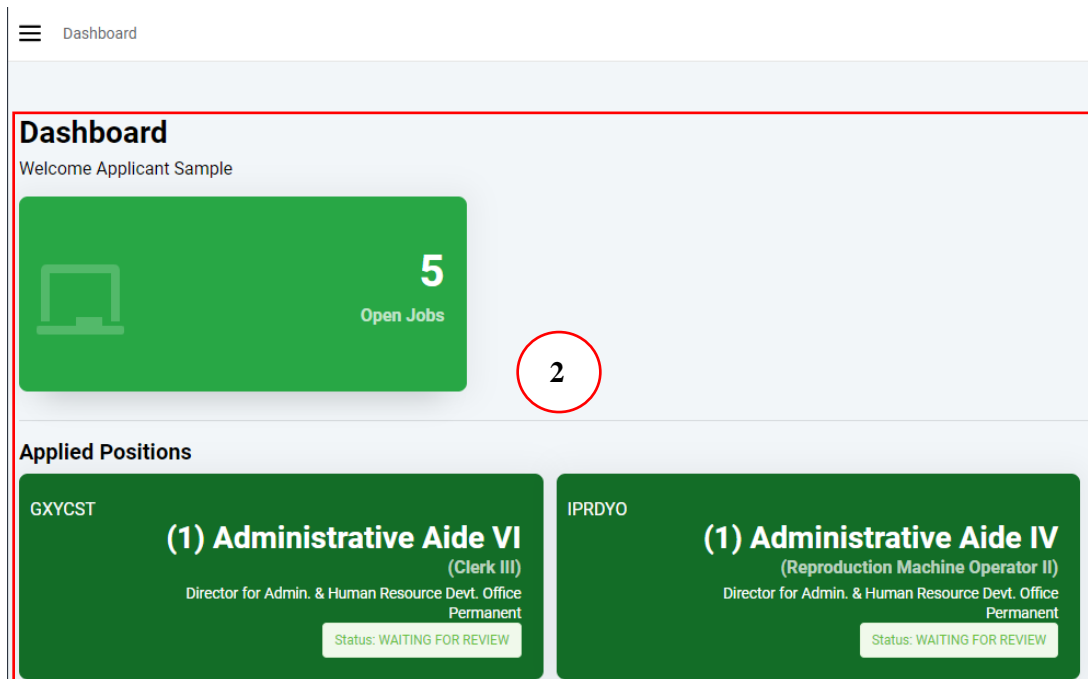
3. Click *Open Jobs* to view a list of available jobs. For example, click 2 Architect II buttons to open. The qualifications of this job will be loaded.
4. Click apply to proceed.

5. Before proceeding, a notice modal will pop up. Please click [Proceed] to continue.

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

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

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.

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.