



### 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.

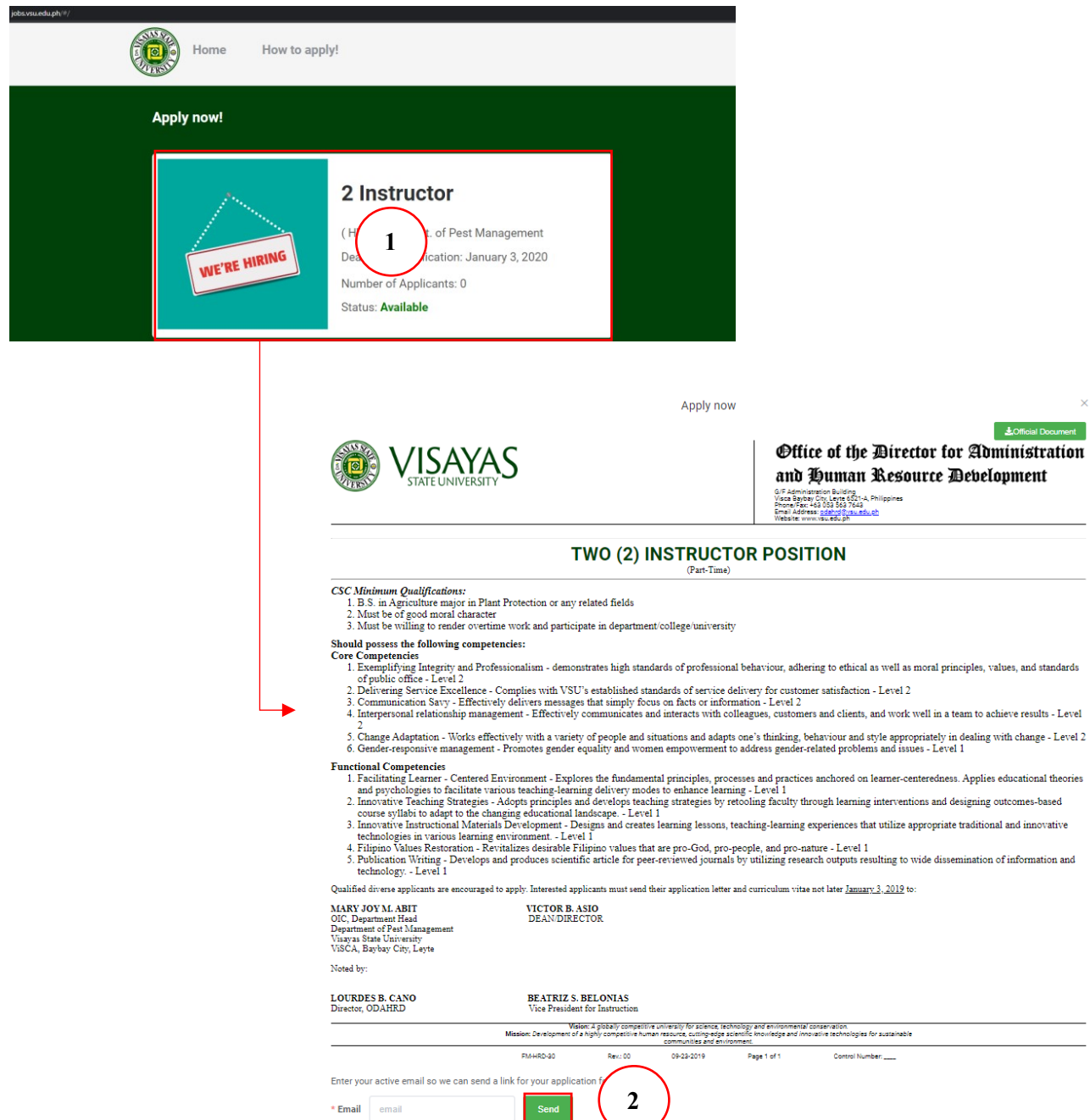
The following screenshots shows the step by step process during online application. The first part of this manual instructs new applicants while the other, is for vsu registered applicants.

Go to [jobs.vsu.edu.ph](http://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 website [jobs.vsu.edu.ph](http://jobs.vsu.edu.ph) with a green header and navigation links. A job listing for '2 Instructor' is highlighted with a red box. The listing includes a 'WE'RE HIRING' badge, a circled number '1', and details: (H... of Pest Management), Des...ication: January 3, 2020, Number of Applicants: 0, and Status: Available. A red arrow points from the job listing to a sample application form titled 'TWO (2) INSTRUCTOR POSITION (Part-Time)'. The form is from the Office of the Director for Administration and Human Resource Development, Visayas State University. It lists core competencies, functional competencies, and contact information for MARY JOY M. ABIT and VICTOR B. ASIO. The form also includes a section for the applicant to enter their active email and a 'Send' button, with a circled number '2' next to it.

Apply now

Official Document

**VISAYAS STATE UNIVERSITY**

**Office of the Director for Administration and Human Resource Development**

2015 Administration Building  
Visaya Baybay City, Leyte 6521A, Philippines  
Phone/Fax: +63 532 565 7542  
Email Address: [jobs@vsu.edu.ph](mailto:jobs@vsu.edu.ph)  
Website: [www.vsu.edu.ph](http://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  
V/SCA, 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

FM4HRD-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. Click  when you're done.

VSU Application Link 



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

Good day!

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

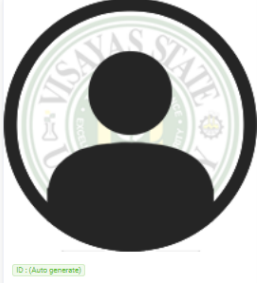
Please follow the link to start application process.

[Application page link](#)

3

Link is valid until 2019/12/29 11:00:00





ID: (Auto generated)

Applicant Details

* Last name	* First name	Middle name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Name Suffix	* Sex	* Civil Status
<input type="text"/>	<input type="text"/>	<input type="text"/>
* Date of birth	<input type="text"/>	
Birth Place	* Citizenship	* Country
<input type="text"/>	<input type="text"/>	<input type="text"/>
* Height (M)	* Weight (Kg)	Blood Type
<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone No.	Mobile No.	Highest Degree Attained
<input type="text"/>	<input type="text"/>	<input type="text"/>

Residential Address

☐ Same with permanent

City/ Municipality

Barangay

Subdivision/ Village

Street

House/Block/ Lot no

Permanent Address

City/ Municipality

Barangay


Subdivision/ Village

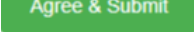
Street

House/Block/ Lot no

4

5



6. A disclaimer message will pop up, please click  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

6

7. 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](#)


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

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

10. Click [Save](#) when you're done.

Note: After you have set a new password, you can login to [hris.vsu.edu.ph](https://hris.vsu.edu.ph) website.

Welcome Applicant! Inbox x

 **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 progress [here](#).  
You may submit your documents on [this link](#) regarding 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

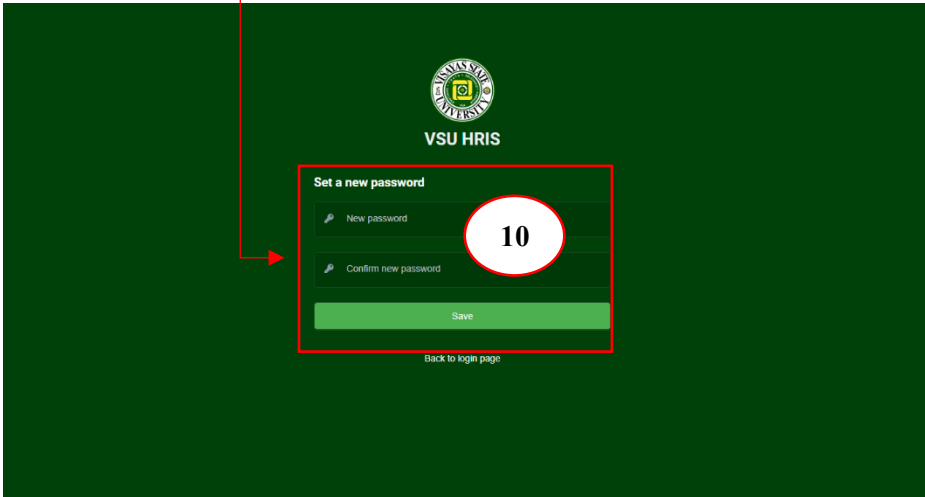
 **VISAYAS**  
STATE UNIVERSITY

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

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**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.

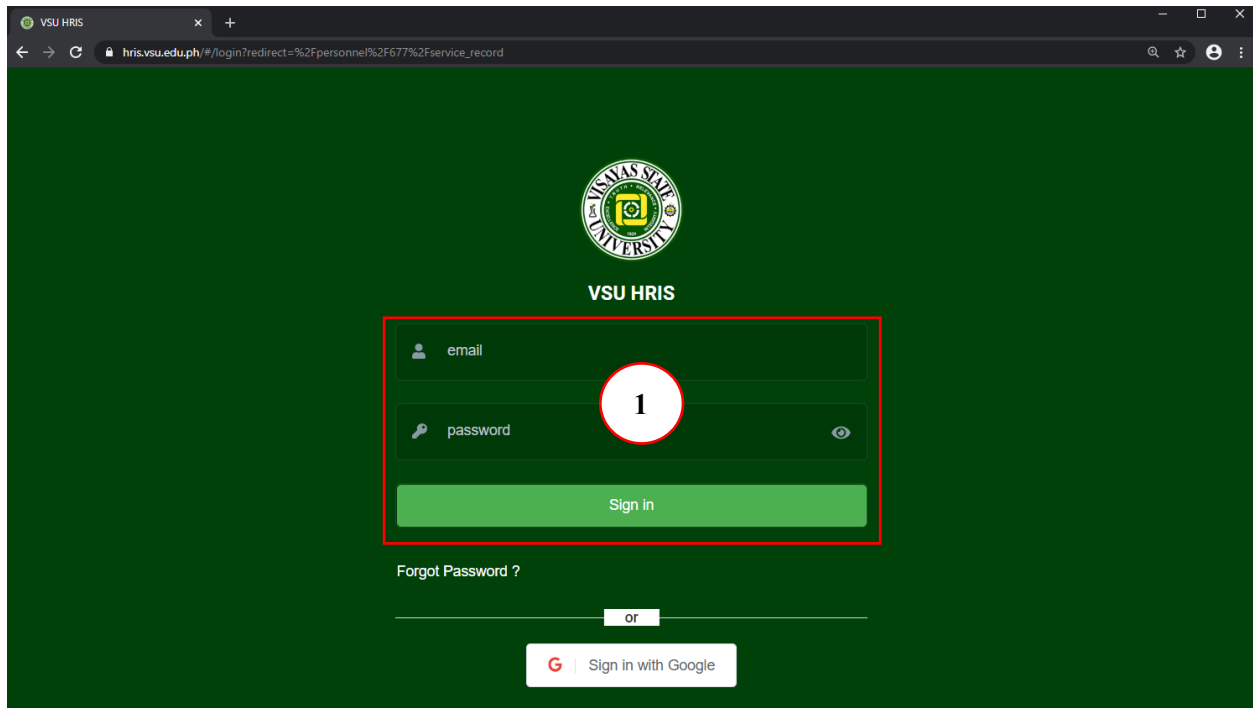


Note:

- 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](https://hris.vsu.edu.ph) website or sign in with Google.



VSU HRIS

email

password

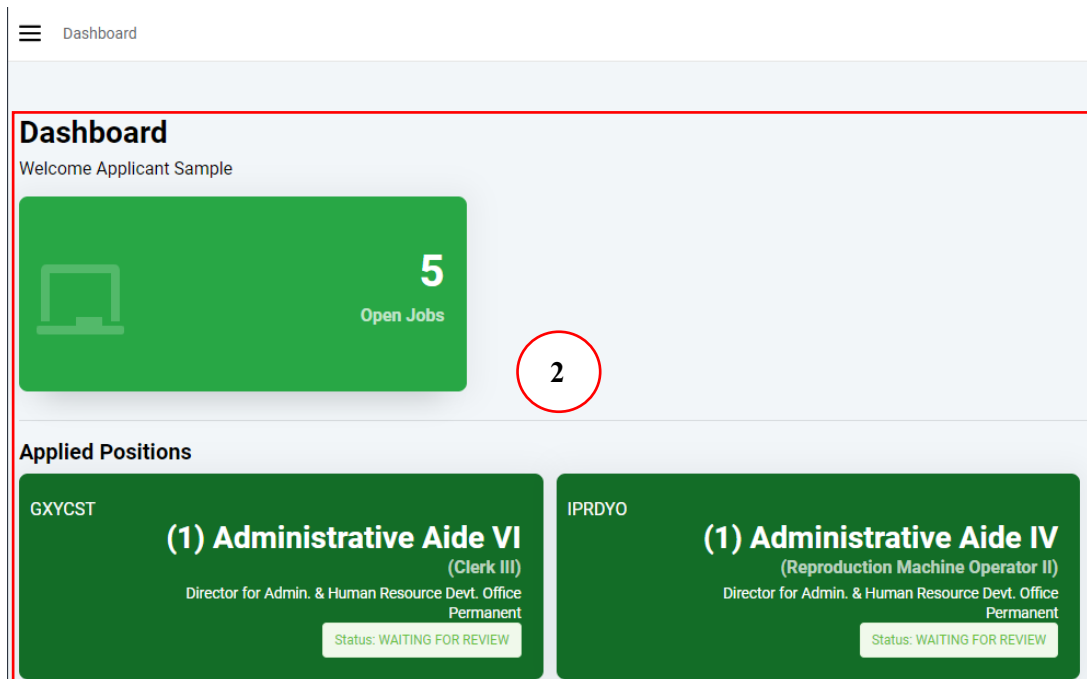
Sign in

Forgot Password ?

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*.



Dashboard

Welcome Applicant Sample

5  
Open Jobs

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Applied Positions

GXYCST  
(1) Administrative Aide VI  
(Clerk III)  
Director for Admin. & Human Resource Devt. Office  
Permanent  
Status: WAITING FOR REVIEW

IPRDYO  
(1) Administrative Aide IV  
(Reproduction Machine Operator II)  
Director for Admin. & Human Resource Devt. Office  
Permanent  
Status: WAITING FOR REVIEW

- 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**  
(GXYSCT) 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**

Apply now

**VISAYAS STATE UNIVERSITY**

**Office of the Director for Administration and Human Resource Development**

**TWO (2) ARCHITECT II POSITION**

Monthly Rate: 33,584.00 + 20% premium  
(Contractual)

**CSC Minimum Qualifications:**

1. Education: Bachelor's degree in Architect
2. Experience: 1 year of relevant experience
3. Training: 1 hour 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 Skill** - 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 Service 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. **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
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 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
5. **Project Management** - Facilitates smooth implementation of projects, work or activities through information collection from and provision to concerned parties, departments or individuals. Is keen 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 govern 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 directions - Level 2

The function of the needed architect services 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 diverse applicants are encouraged to apply. Interested applicants must send their application letter and resume not later than January 23, 2020. Qualified applicants are advised to hand in or send through courier email their application to: [personneloffice@vsu.edu.ph](mailto:personneloffice@vsu.edu.ph), [edared@vsu.edu.ph](mailto:edared@vsu.edu.ph)

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

**REMBERTO A. PATINODOL**  
VP for Admin. and Finance

Mission: To develop a globally competitive university for science, technology and environmental conservation  
Vision: To become a globally competitive university for science, technology and environmental conservation  
Values: Integrity, Accountability, Transparency, Innovation, Excellence, Service, Sustainability, Inclusivity, and Resilience

Page 1 of 1

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


**Notice**

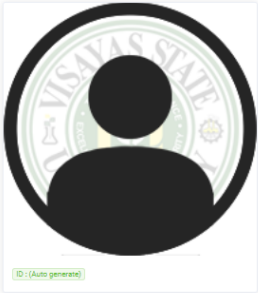
Proceeding will add you to the list of applicants in job code: ZRTEUY

5 **Proceed**

Admin. & Human Resource Devt. Office



6. Applicant Details form will be displayed. Please fill-in the information needed.
7. Click  when you're done.



ID: (Auto generate)

### 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.  +63  Highest Degree Attained

Residential Address ☐ Same with permanent

City/ Municipality

Barangay

Subdivision/ Village

Street

House/Block/ Lot no

Permanent Address


City/ Municipality

Barangay

Subdivision/ Village

Street

House/Block/ Lot no




After the applicant had filled-in his/her details, he will proceed to document attachment.

1. Click a box under the applied positions on the dashboard.

Dashboard

Welcome Applicant Sample

 **5**  
Open Jobs

**Applied Positions**

GXYCST

**(1) Administrative Aide VI**  
(Clerk III)  
Director for Admin. & Human Resource Devt. Office  
Permanent  
Status: WAITING FOR REVIEW

IPRDYO

**(1) Administrative Aide IV**  
(Reproduction Machine Operator II)  
Director for Admin. & Human Resource Devt. Office  
Permanent  
Status: WAITING FOR REVIEW

2. The Documents Attachment form will be displayed. Click add and upload button placed on Skills, Eligibilities and Work Experience before adding attachments.
3. 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)", "Name: Applicant Sample". The main form has four sections:

- Documents:** A table with columns "File Name" and "Attachment". It is currently empty, showing "No Data". A red circle with the number "3" is around the "Done" button in the top right corner, and a red box highlights the "UPLOAD" button below it.
- Skills:** A table with columns "#", "Skills", and "Action". It is currently empty, showing "No Data". A red circle with the number "2" is around the "+ Add" button in the top right corner.
- Eligibilities:** A table with columns "#", "Name", and "Action". It is currently empty, showing "No Data". A red box highlights the "+ Add" button in the top right corner.
- Work Experience:** A table with columns "...", "Company", "Position", "Appointment Status", "Start date", "End date", "Attachment", and "Action". It is currently empty, showing "No Data". A red box highlights the "+ Add" button in the top right corner.

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.