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VISAYAS STATE UNIVERSITY

PHYSICAL PLANT OFFICE
Lower Campus
Visca Baybay City, Leyte 6521-A,
PHILIPPINES
Telefax: ;
Email Address: ppo@vsu.edu.ph
Website: www.vsu.edu.ph

FOR HIRING

ONE (1) ADMINISTRATIVE ASSISTANT II POSITION

(Air-Conditioning Technician II)

(Permanent)

Minimum Qualifications:

1. Education: High School Graduate or Completion of relevant vocational/ trade
2. Experience: 1 year of relevant experience
3. Training: 4 hours of relevant training
4. Eligibility: Air-Conditioning/ Refrigeration Technician (MC 11, s. 96 - Cat I)

Should possess the following competencies:

Core Competencies

1. **Exemplifying Integrity and Professionalism** - Demonstrates high standards of professional behaviour as public servants, adhering to ethical as well as moral principles, values, and standards of public office and promotes the highest standards for individual and university performance by upholding university mandate, core values, policies and guidelines taking into consideration impact of one's actions and decisions in ensuring that public interest is upheld at all times. (Level 2)
2. **Delivering Service Excellence** - Complies with VSU's established standards of delivery or service level agreements and delivers explicit requirements of customers; provides proactive, responsive, accessible, courteous and effective public service to provide the highest level of customer satisfaction which exceeds customer's expectation. (Level 2)
3. **Communication Savvy** - Effectively delivers messages that simply focus on facts or information; receives and conveys ideas, instructions, information by using appropriate language, method and manner to ensure the audience understands the message and takes necessary action. Makes clear and convincing oral presentations to individual or groups; listens effectively and clarifies information as needed. (Level 2)
4. **Interpersonal relationship management** - Effectively communicates and interacts with colleagues, customers and clients, and works 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 enabling environment for gender equality and women empowerment by creating awareness of gender and development and formulates guidelines and strategies 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/colleges/departments/centers in particular (Level 1)
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 1)
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 1)