VISAYAS STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

FOR HIRING

One (1) Administrative Aide III

(Casual)

Minimum Qualifications:

1. Education: **Completion of two (2) years of studies in college (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)**
2. Experience: **None required** (preferably with experience as deputy Document Record Controller (dDRC)
3. Training: **None required** (preferably with training/seminar on ISO 9001:2015)
4. Eligibility: **Career Service (Subprofessional) First Level Eligibility**

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 1
2. *Delivering Service Excellence* - Complies with VSU's established standards of service delivery for customer satisfaction. Level -1
3. *Communication Savvy* - Effectively delivers messages that simply focus on facts or information; Level 1
4. *Interpersonal relationship management* - Effectively communicates and interacts with colleagues, customers, and clients, and works well in a team to achieve results. Level -1
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 1
6. *Gender-responsive management* - Promotes gender equality and women's 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 the different offices/colleges/departments/centers in particular. Level-1
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-1
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, this will result in efficient and effective delivery of services by ensuring responsiveness to the needs of stakeholders. Level-1
4. **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
5. **Facilitation** - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives. Level-1
6. **Monitoring and Evaluation** - Gathers and analyzes the detailed status of the program in order to determine if its ongoing activities are still aligned with the intended direction of achieving the set goals and objectives. Level-1
7. **Sharing Expertise and Linkaging**- Shares technical expertise and links with other institutions through the conduct of trainings, workshops, lectures, conferences, and consultancy services to increase the knowledge, skills, and expertise of clients based on pre- and post-evaluations. Level-1
8. **Waste Management**- Implements and ensures the effective waste segregation, collection, and disposal through stakeholders' awareness and empowerment in accordance with Republic Act 9003, which leads to cleaner and greener University adherence to national and international sanitation and pollution level standards. Level-1
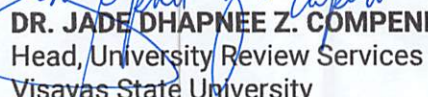
RECRUITMENT, SELECTION, PLACEMENT AND PERSONNEL RECORDS OFFICE
Visayas State University, Visca, Baybay City, Leyte
Email: odahrd@vsu.edu.ph
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Page 1 of 2
FM-HRM-01
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No. 008-25-19

Interested and qualified applicants should signify their interest by applying online at **jobs.vsu.edu.ph** not later than **November 8, 2025.**
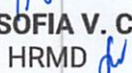
Applicants must also upload the following required documents.

1. Application letter
2. Fully accomplished Personal Data Sheet (PDS)/Curriculum Vitae/ with recent passport-sized picture (CS Form No. 212, Revised 2025) which can be downloaded at www.csc.gov.ph:
3. Photocopy of Diploma and Transcript of Records (if applicable);
4. Photocopy of certificate of eligibility/rating/license (if applicable);
5. Photocopy of performance rating in the last rating period (if applicable);
6. Photocopy of training certificates (if applicable);
7. Photocopy of certificate of employment (if applicable); and
8. VSU encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

DR. JADE DHAPNEE Z. COMPENDIO
Head, University Review Services
Visayas State University
Visca, Baybay City, Leyte

Noted by:

HONEY SOFIA V. COLIS
Director, HRMD

MOISES NEIL V. SERIÑO
Vice President for Administration and Finance

Vision: A global green university providing progressive leadership in agriculture, science & technology, education and allied fields for societal transformation.
Mission: To produce graduates equipped with advanced knowledge and lifelong learning skills with ethical standards through high quality instruction, innovative research, and impactful community engagements.

Page 2 of 2
FM-HRM-01
V02 02-14-2025
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