


Republic of the Philippines  
**VISAYAS STATE UNIVERSITY**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the VISAYAS STATE UNIVERSITY in the CSC website:

  
**HONEY SOFIA V. COLIS**  
**OIC HRMO**  
Date: **July 28, 2021**

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Heavy Equipment Operator II	HEO2-1-1998	6	16200	High School Graduate or Completion of relevant vocational/trade course	None Required (but applicant with TESDA NC III certificate will be preferred)	1 year of relevant experience	Heavy Equipment Operator (MC 10, s. 2013 - Cat II)* (and with Prof. Driver's license with restriction code 1, 2 & 3)	Core: 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: 1. 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 2. Occupational Health and Safety Management- Ensures implementation of effective health and safety of workers in the workplace through creating VSU Safety Committee and conducting seminar workshops such that all faculty and staff will be made aware of the importance of the health and safety in the workplace to avoid job-related sickness/accidents. Level-1 3. 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-1 4. Waste Management- Implements and ensures the effective waste segregation, collection, disposal through stakeholders' awareness and empowerment in accordance with Republic Act 9003 that lead to cleaner and greener University adherence to national and international sanitation and pollution level standards. Level-1	VSU MAIN
2	Heavy Equipment Operator I	HEO1-2-1998	4	14400	High School Graduate or Completion of relevant vocational/trade course	None Required (but applicant with TESDA NC III certificate will be preferred)	None Required	Heavy Equipment Operator (MC 10, s. 2013 - Cat II)* (and with Prof. Driver's license with restriction code 1, 2 & 3)		

The would-be incumbents will be assigned not only to operate existing heavy equipments of the university such as backhoe, dumptrucks, tractors but will likewise, will be assigned to drive the VSU tourist bus, ordinary buses and other running vehicles of the university when there is no scheduled operations of heavy equipment.


Interested and qualified applicants should signify their interest by applying on line at [jobs.vsu.edu.ph](http://jobs.vsu.edu.ph) not later than August 7, 2021. Qualified next in rank are automatically considered as applicants and shall be given preference in hiring.

Diverse applicants are encouraged to apply.

Please attach the following documents to your online application and applications with incomplete documents shall not be entertained and are automatically considered as disqualified.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

This is a re-publication of the vacancy , thus, those who already filed their applications earlier need not apply but will be included in the assessment together with the new additional applicants.

  
**HONEY SOFIA V. COLIS**  
OIC Director, ODHRM  
VSU, Baybay City, Leyte  
[jobs.vsu.edu.ph](http://jobs.vsu.edu.ph)