

To: CIVIL SERVICE COMMISSION (CSC)

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

We hereby request the publication of the following vacant positions, which are authorized to be filed, at the Visayas State University, Baybay, Leyte in the CSC website:

LOURDES B. CANO

HRMO

June 30, 2020

Date:

| No. | Position Title (Parenthetical Title, if applicable) | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | | Place of Assignment |
|-----|--|--------------------|------------------------|----------------|--|---------------|---------------|--|--|---------------------|
| | | | | | Education | Training | Exp. | Elig. | Competency (if applicable) | |
| 1 | Admin. Aide III (Clerk I) | ADA3-194-2004 | 3 | 13,019 | Completion of 2 years studies in college | None required | None required | CS (Subprofessional) First Level Eligibility | <p>Care:</p> <p>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</p> <p>2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction. Level-2</p> <p>3. Communication Savvy - Effectively delivers messages that simply focus on facts or information. Level-2</p> <p>4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results. Level-2</p> <p>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</p> <p>B. Bender-responsive management - Promotes gender equality and women empowerment to address gender-related problems and issues. Level-1</p> <p>Functional:</p> <p>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</p> <p>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</p> <p>3. Accounting Management- Manages the processing of financial transactions according to CDA and DBM rules and regulations, maintaining the books of accounts, analyzing accounts and timely preparation and submission of required reports; manages the preparation of cheques and disbursements, replenishment, and liquidation of cash advances, petty cash, and other personnel cash emoluments, and receives collectibles/ payments in accordance with relevant rules and regulations. Level 1</p> <p>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</p> | VSU MAIN |

Interested and qualified applicants should signify their interest in writing. Diverse applicants are encouraged to apply. Attach the following documents to the application letter and send to the address below not later than July 9, 2020.

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;
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or apply online at jobs.vsu.edu.ph

Qualified next in rank will be given preference

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

LOURDES B. CANO

Director - HRMO

jobs.vsu.edu.ph