



## FOR HIRING

---

# TWO (2) INSTRUCTORS

(Part-Time)

---

**Minimum Qualifications: (Based on VSU Qualification Standards as approved by CSC)**

1. Education: BS in Agricultural Extension/Agricultural Education or its equivalent, preferably with units in MS Agricultural Extension/Agricultural Education
2. Experience: None required
3. Training: None required
4. Eligibility: None required

**Should possess the following competencies:**

**Core competencies:**

1. **Exemplifying Integrity & 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, and 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 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. Adapting to different ways of thinking and doing things in a quick and positive manner. (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: (May vary depending on the need of the department)**

1. **Consultation and Advising** - Addresses issues and concerns affecting students' academic performance by strictly following the consultation time schedule, responds to queries and implements interventions which result to highly satisfied clients (Level 1)
2. **Facilitating Learner - Centered Environment** - Applies educational theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning (Level 2)
3. **Filipino Values Restoration** - Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature (Level 4)
4. **Health and Wellness Management** - Implements sustainable preventive health and wellness programs through information dissemination, preventive health measures and provision of therapeutic services resulting to healthy and productive employees (Level 1)
5. **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 stakeholder. (Level 2)
6. **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 2)
7. **Quality Assurance** - Controls and improves, as necessary, the quality of audit/assessment/accreditation processes in accordance with prescribed quality control policies and procedures as mandated by the University and in compliance with audit and accrediting bodies. (Level 1)





8. **Report Writing** - Prepares and produces reports and other documents such as proposals, policies, guidelines or procedures and manuals in a clear, concise and coherent manner and in accordance with VSU standards that ensures proper documentation and presentation of information for an effective and efficient information utilization and management. (Level 2)
9. **Research Management** - Identifies issues and potentials for further studies and generation of new knowledge and technologies for the betterment of mankind, mother earth and the universe and conceptualizes proposals for funding and conducts studies to answer questions sought to be answered or maximizes technologies needed to improve the lives of mankind. (Level 1)
10. **Extension Management** - Identifies new knowledge and matured technologies due for adoption and implementation of target beneficiaries and conceptualizes programs, activities and projects and implements effective transfer mechanisms and strategies. (Level 1)
11. **Resource Mobilization Management** - Allocates limited resources in an effective manner through efficient utilization of funds, time, human and other resources to deliver respective tasks and generate solutions to challenges in the workplace. (Level 1)
12. **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)
13. **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)
14. **Sharing Expertise and Linkaging** - Shares technical expertise and links with other institutions through the conduct of trainings, seminar-workshops, lectures, conferences and consultancy services to increase knowledge, skills and expertise of clients based on pre and post evaluations. (Level 1)
15. **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 2)
16. **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)
17. **Innovative Instructional Materials Development** - Designs and creates learning lessons, teaching-learning experiences that utilize appropriate traditional and innovative technologies in various learning environment. (Level 2)
18. **Peer Mentoring** - Develops and equips junior faculty for higher level position through learning by observing and doing; collaborative teaching, research and extension activities; partnership in writing publications and participation in conferences and technical fora, so that VSU's academic excellence will be sustained. (Level 1)
19. **Production and Entrepreneurship** - Identifies issues, potentials and actual businesses by setting-up enterprises for creating products from the resources of the university with the view of making profit from these products. (Level 1)
20. **Publication Writing** - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs resulting to wide dissemination of information and technology. (Level 2)

Due to operationalization of VSU HRIS, qualified applicants are encouraged to apply and send their application letter, resume and other pertinent document through [jobs.vsu.edu.ph](http://jobs.vsu.edu.ph) not later than August 20, 2025.

  
**LIJUERAJ J. CUADRA**

Department Head

Department of Agricultural Education and Extension

Visayas State University

Visca, Baybay City, Leyte

Noted:

  
**HONEY SOFIA V. COLIS**

Director, HRMO

  
**SUZETTE B. LINA**

Dean, FAFS

  
**ROTACIO S. GRAVOSO**

Vice President for Academic Affairs

**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  
No. DAEE-25-002