



FOR HIRING

One (1) Education Research Assistant I

(Casual)

Minimum Qualifications:

1. Education: **Completion of 2 years studies in college**
2. Experience: **1 year of relevant experience (preferably with experience in both graphic design & content development)**
3. Training: **4 hours of relevant training**
4. Eligibility: **Preferably will have a CSC Sub-Professional 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 work 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, behaviour and style appropriately in dealing with change. Level 1
6. ***Gender-responsive management*** - Promotes gender equality and women 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 of 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, that will result to efficient and effective delivery of services by ensuring responsiveness to the needs of stakeholder. 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



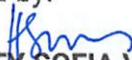
This office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

Interested and qualified applicants should signify their interest by applying on line at jobs.vsu.edu.ph not later than **July 25, 2025**.



Marilyn M. Belarmino
Director, Graduate Education
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

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7/14/25