

**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, Baybay, Leyte in the CSC website.

LOURDES B. CANO

HRMO

October 9, 2020

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.
1	ENGINEER III (Mechanical Engineer)	ENG3-1-1998	19	46,791	Bachelor's degree in Mechanical Engineering	8 hrs. of relevant training	2 yrs. of relevant experience	RA 1080 (M.E.)	<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 Savv - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results. Level-2</p> <p>4. Interpersonal relationship management - Effectively communicates and interacts with a variety of people and situations and adapts one's thinking, behaviour and style appropriately, in dealing with change. 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>6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems and issues. Level-1</p> <p>Functional:</p> <p>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-2</p> <p>2. 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 - 2</p> <p>3. 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 - 3</p> <p>4. 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</p> <p>Process Management - Develops, formulates and reviews for enhancement processes, policies and procedures which govern the execution of tasks, activities, or projects, in order to ensure work is accomplished and required results are delivered effectively and efficiently; adopt measures to drive compliance; be proactive in responding to opportunities for improving/ streamlining based on experience, feedback, emerging technologies and new direction. Level - 3</p> <p>6. Project Management- Facilitates smooth implementation of projects, work or activities through information collection from and provision to concerned parties, departments or individuals. Level-2</p> <p>Maintenance Management - Develops maintenance planning and operation monitoring to effectively and efficiently deliver repair/ maintenance services for buildings, facilities, equipment, machinerys and vehicles. Level - 3</p> <p>8. 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-2</p> <p>9. 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 2</p>

Since the applicant will be in charge of managing the VSU Motor Pool for the effective and efficient operations of all light vehicle and heavy equipment, including the maintenance and effective operation of the VSU Power Plant, only experience related to maintenance and operation of vehicles, both light and heavy equipment and Power Plant will be given points under experience.

- Interested and qualified applicants should signify their interest by applying on line at jobs.vsu.edu.ph not later than October 13, 2020. Diverse applicants are encouraged to apply. Please attach the following documents to your application:
- Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 272, Revised 2017) which can be downloaded at www.csc.gov.ph
 - Performance rating in the present position for one (1) year (if applicable);
 - Photocopy of certificate of eligibility/training/license; and
 - Photocopy of transcript of Records.

Walk-in applicants or applications through email shall not be entertained.
Qualified next in rank are automatically considered prospective applicants and will be given preference in hiring.