



ADMINISTRATIVE AIDE I (Laborer)

(Casual)

CSC Minimum Qualifications:

1. Education: Elementary School Graduate
2. Experience: None required
3. Training: None required
4. Eligibility: None required

Should possess the following competencies:

Core competencies:

1. Exemplifying Integrity and Professionalism – demonstrates high standards of professional behavior, 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, behavior and style appropriately in dealing with change (Level 1)
6. Gender-responsive management – Promotes gender equity 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. **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)
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)

Successful candidate will have the following duties and responsibilities:

1. Does carpentry, welding and masonry works for the R&D activities of NCRC-V
2. Supports the in-charge of the Center's engineering section
3. Operates chainsaw for cutting & slicing coco lumber for the project and the Center
4. Drives the hauler jeep inside the campus
5. Operates other tools and equipment in the engineering section of the Center
6. Does other activities related to the project and assigned by supervisors


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 not later than April 15, 2021. Diverse applicants are encouraged to apply.


MARISEL A. LEORNA
Center Director

National Coconut Research Center-Visayas
Visayas State University
Visca, Baybay City, Leyte

Noted:


HONEY SOFIA V. COLIS
OIC Director, ODAHRM


REMBERTO A. PATINDOL
Vice President for Admin and Finance