



ADMINISTRATIVE AIDE I (Casual)

CSC Minimum Qualifications:

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

Should possess the following competencies:

Core competencies:

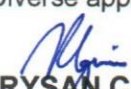
- 1. Exemplifying Integrity and Professionalism** - Demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office (Level 1)
- 2. Delivering Service Excellence** - Complies with VSU's established standards of service delivery 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)

The would-be appointee's functions, among others, are delivering payments to suppliers in Baybay, remitting various government premiums and contributions to Baybay, Ormoc, Tacloban, Maasin, carrying and turning over voluminous paid vouchers and payroll, serving as office messenger and facilitating the approval of payrolls of regular and casual employees from OHPLB. The applicant should have a driver's license and his/her own motorcycle for use in the performance of his/her functions and preferably has relevant experience on preparation of vouchers.

Interested and qualified applicants should signify their interest by applying on line at jobs.vsu.edu.ph not later than March 20, 2021. Diverse applicants are encouraged to apply.


ATTY. RYSAN C. GUINOCOR

OIC- Director, ODAS
Visayas State University
Visca, Baybay City, Leyte

Noted by:


HONEY SOFIA V. COLIS

OIC-Director, ODHRM


REMBERTO A. PATINDOL
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