

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 16, 2020

Date:

N O.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job Pay Grade	Monthly Salary	Qualification Standards			Place of Assign- ment
					Education	Training	Exp.	
1	Administrative Aide IV (Driver II) to be assigned at the VSU Cebu Office	ADA4-120-2004	4	13,807	Elementary School Graduate but an applicant with higher educational attainment will be given preference because of additional functions to be given to the incumbent	None required but applicant with NC II Driver will be preferred	2 years of relevant experience	Professional Driver's License (MC 10 s. 2013 - Cat. IV)***
The would be appointee will not only perform driving functions but he/she will also be assigned to assist the Head of the Cebu Office in providing over all assistance to the Procurement Office of the university in its procurement functions and BAC secretariat services and also, in providing liaisoning functions to the various units, academic departments and research centers at the main and the component campuses. He/she shall also be assigned to assist the Guest House Caretaker in maintaining an efficient and effective services of the Lodging House including maintenance of the building and the grounds.					Core: 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 2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction. Level-2 3. Communication Savvy - Effectively delivers messages that simply focus on facts or information. 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. Level-2 6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems and issues. Level-I Functional: 1. 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-I 2. 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-I 3. Maintenance Management - Develops maintenance planning and operation monitoring to effectively and efficiently deliver repair/maintenance services for buildings, facilities, equipment, machineries and vehicles. Level-I 4. 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 I 7. 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-I			VSU Cebu Office

Interested and qualified applicants should signify their interest by applying on line at **jobs.vsu.edu.ph** not later than October 26, 2020. Diverse applicants are encouraged to apply. Please attach the following documents to your application:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records

Walk-in applicants or applications lodged through email will not be entertained. Qualified next in rank who are willing to be assigned at the VSU Cebu Office are automatically considered as applicants and shall be given preference in hiring. Applications with incomplete documents shall not be entertained and the applicant shall be considered as not qualified.

LOURDES B. CANO

Director, ODAS/HRM, VSU, Baybay City Leyte

jobs.vsu.edu.ph