

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

Date:

November 13, 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.	Competency (if applicable)	
1	Agricultural Technician I	AGT1-2-2002	6	15,524	Completion of two years studies in college	None required	None required	Career Service(Sub professional) First Level Eligibility	<p><b>Core:</b></p> <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 Savy - Effectively delivers messages that simply focus on facts or information; - Level 2</p> <p>4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results - 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><b>Functional:</b></p> <p>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</p> <p>2. 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 1</p> <p>3. 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</p> <p>4. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives. Level 1</p> <p>5. 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</p>	VSU MAIN

Interested and qualified applicants should signify their interest by applying on line at [jobs.vsu.edu.ph](http://jobs.vsu.edu.ph) not later than **November 23, 2020**. Walk-in applicants or applications lodged through email will not be entertained. 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](http://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.

Qualified next in rank 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](http://jobs.vsu.edu.ph)