

### OFFICE OF THE DIRECTOR FOR HUMAN RESOURCE MANAGEMENT

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## **FOR HIRING**

# Three (3) Security Guard I

(Casual)

**CSC Minimum Qualifications:** 

1. Education: High School Graduate

2. Experience: None required

3. Training: None required

4. Eligibility: Security Guard License (MC IO, s. 2013 - Cat IV)\*\*\*

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
- 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 equality and women empowerment to address gender-related problems and issues. Level 1

### **Functional Competencies:**

- 1. 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
- 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-1
- 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
- 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

Interested and qualified applicants should signify their interest by applying on line at jobs.vsu.edu.ph not later than May 16, 21 2022. Diverse applicants are encouraged to apply.

Dr. JULIUS V. ABELA

Head, OWDRRM Visayas State University

Visca, Baybay City, Leyte

Noted by:

Ms. HONEY SOFIA V. COLIS
OIC Director, ODHRM

DR. DANIEL LESLIE S. TAN

VP for Admin and Finance