



**VISAYAS**  
STATE UNIVERSITY

## HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT



### FOR HIRING

## One (1) Forest Ranger

(Casual)

#### Minimum Qualifications:

1. Education: **High School Graduate**
2. Experience: **None required (preferably with knowledge and experience in forest inventory and nursery)**
3. Training: **None required**
4. Eligibility: **None required (MC 10, s. 2013 – Cat . III)**

#### Should possess the following 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 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, behavior 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 1

#### Functional Competencies:

1. **Maintenance Management** - Develops maintenance planning and operation monitoring to effectively and efficiently deliver repair/maintenance services for buildings, facilities, equipment, machineries and vehicles.
2. **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
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. **Filipino Values Restoration** - Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature. Level 1
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.
6. **Project Management** - Facilitates smooth implementation of projects, work or activities through information collection from and provision to concerned parties, departments or individuals.
7. **Report Writing** - Prepares and produces reports and other documents such as proposals, policies, guidelines or procedures and manuals in a clear, concise and coherent manner and in accordance with VSU standards that ensures proper documentation and presentation of information for an effective and efficient information utilization and management.
8. **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.
9. **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.



**RECRUITMENT, SELECTION, PLACEMENT AND  
PERSONNEL RECORDS OFFICE**  
Visayas State University, Baybay City, Leyte  
Email: [odahrd@vsu.edu.ph](mailto:odahrd@vsu.edu.ph)  
Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)  
Phone: +63 53 565 0600 Local 1060



Management  
System  
ISO 9001:2015  
[www.tuv.com](http://www.tuv.com)  
ID 9108658749



Page 1 of 2  
**FM-VSU-03**  
V4 01-23-2025  
No. 008-25-09



This office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

Interested and qualified applicants should signify their interest by applying on line at **jobs.vsu.edu.ph** not later than ~~June 30~~ <sup>July 03</sup>, 2025.

Applicants must also upload the following required documents.

1. Application letter
2. Fully accomplished Personal Data Sheet (PDS)/Curriculum Vitae/ 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);
3. Photocopy of Diploma and Transcript of Records;
4. Photocopy of certificate of eligibility/rating/license;
5. Photocopy of performance rating in the last rating period (if applicable);
6. Photocopy of training certificates;
7. Photocopy of certificate of employment (if applicable); and
8. VSU encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**



**ANGELICA P. BALDOS**

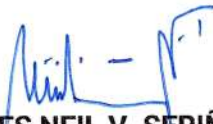
Head, Department of Forest Science  
Visayas State University  
Visca, Baybay City, Leyte

Noted:



**HONEY SOFIA V. COLIS**

Director, HRMD



**MOISES NEIL V. SERIO**

Vice President for Administrative and Finance