

## FOR HIRING

# One (1) Administrative Aide III

(Casual)

### Minimum Qualifications:

1. Education: **Completion of two years studies in college (preferably related to accounting management, business administration and other related course)**
2. Experience: **None required (with at least 6 months experience in accounting, bookkeeping, external fund management)**
3. Training: **None required (preferably on public financial management/ RA 9184)**
4. Eligibility: **None required (preferably with Civil Service Sub-professional Eligibility)**

### 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. **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. **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. **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)
5. **Facilitation** - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives (Level 1)
6. **Process Management** - Develops, formulates and reviews for enhancement processes, policies and procedures which govern the execution of tasks, activities, or projects, in order to ensure work is accomplished and required results are delivered effectively and efficiently; adopt measures to drive compliance; be proactive in responding to opportunities for improving/streamlining based on experience, feedback, emerging technologies and new direction. (Level 1)
7. **Accounting Management** - Manages the processing of financial transactions according to COA and DBM rules and regulations, maintaining the books of accounts, analyzing accounts and timely preparation and submission of required reports; manages the preparation of cheques and disbursements, replenishment, and liquidation of cash advances, petty cash, and other personnel cash emoluments, and receives collectibles/ payments in accordance with relevant rules and regulations (Level 1)
8. **Filipino Values Restoration** - Revitalizes desirable Filipino values that are pro-God, pro-people, and pro nature.




9. **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.
10. **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.

Interested and qualified applicants should signify their interest by applying on line at **jobs.vsu.edu.ph** not later than **July 21, 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.**

  
**NICK FREDDY R. BELLO**  
Head, Accounting  
Visayas State University  
Visca, Baybay City, Leyte

Noted:

  
**HONEY SOFIA V. COLIS**  
Director, HRMD

  
**MOISES NEIL V. SERIÑO**  
Vice President for Administrative and Finance