

FOR HIRING

One (1) Science Research Assistant

(Contractual)

Minimum Qualifications:

1. Education: **Bachelor's degree relevant to the job (preferably in Agricultural Extension)**
2. Experience: **At least 1 year of relevant experience**
3. Training: **At least 4 hours of relevant training (preferably Extension Facilitation, Food Safety, Publication and Patent Grafting)**
4. Eligibility: **None Required (Preferably will have a CSC 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. **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
4. **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
5. **Research Management**- Identifies issues and potentials for further studies and generation of new knowledge and technologies for the betterment of mankind, mother earth and the universe and conceptualizes proposals for funding and conducts studies to answer questions sought to be answered or maximizes technologies needed to improve the lives of mankind. Level 1
6. **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.
7. **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.

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 14, 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;
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).

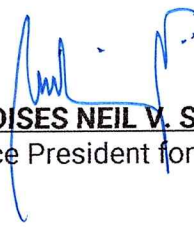
APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.


MARLON M. TAMBIS

Director, Philippine Rootcrops Research & Training Center
Visayas State University
Visca, Baybay City, Leyte

Noted:


HONEY SOFIA V. COLIS
Director, HRMD


MOISES NEIL V. SERIÑO
Vice President for Academic Affairs

Vision: A global green university providing progressive leadership in agriculture, science & technology, education and allied fields for societal transformation.
Mission: To produce graduates equipped with advanced knowledge and lifelong learning skills with ethical standards through high quality instruction, innovative research, and impactful community engagements.