Electronic copy to be submitted to the CSC FO	*must be in MS Excel format*

Republic of the Philippines
VISAYAS STATE UNIVERSITY
Request for Republication of Vacant Position

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the republication of the following vacant position, which are authorized to be filled, at the <u>Visayas State University, Baybay, Leyte</u> in the CSC website:

LOURDES B. CANO
HRMO
Date: November 26, 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	**LABORATORY TECHNICIAN II**	LABT2-34-2005	8	17,505	**Completion of two years studies in college**	**4 hours of relevant training**	**1 year of relevant experience**	**LabTech (MC 10 s. 2013 - Cat. II)***	**Core:** **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 Savy - 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, behaviour 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:** **1. 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** **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** **3. 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**	**VSU MAIN**

Interested and qualified applicants should signify their interest by aplying on line at **jobs.vsu.edu.ph** not later than December 6, 2020. 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;
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.

This is a re-publication of the vacancy which lapsed due to the pandemic. Thus, those who already filed their applications earlier need not apply but will be included in the ranking. Only new additional applicants will be entertained and included in the screening, evaluation and ranking together with previous applicants.

Walk-in applicants or those whose applications were lodged through email will not be entertained.
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