

Republic of the Philippines
VISAYAS STATE UNIVERSITY
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Visayas State University, Baybay, Leyte in the CSC website:

LOURDES B. CANO

HRMO

19-Oct-20

Date:

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Exp.	Elig.		
1	ADMINISTRATIVE AIDE III (Utility Worker II)	ADA3-209-2004	3	13,019	Elementary School Graduate	None required	None required	None required (MC 10 s. 2013 - Cat. III)**	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 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, 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. 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. 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	VSU MAIN

The messenger-utilityworker to be hired shall be assigned either at the Accounting, Cash or Registrar's Office. After doing the messengerial and utility worker job, he/she shall also be assigned to perform technical and clerical work in the office. Thus, applicant with at least 2 years college of education and long experience working in either of these three Offices will be given preference in selecting the person to be hired.

Interested and qualified applicants should signify their interest by applying **on line at jobs.vsu.edu.ph not later than October 29, 2020**. Walk-in applicants or applications sent through email shall not be entertained. 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.

Qualified next in rank are automatically considered prospective applicants and will be given preference in hiring.

APPLICATIONS WITH INCOMPLETE SUPPORTING DOCUMENTS SHALL NOT BE ENTERTAINED AND THE APPLICANTS CONCERNED SHALL BE CONSIDERED AS AUTOMATICALLY DISQUALIFIED.

LOURDES B. CANO

Director, ODAS/HRM

jobs.vsu.edu.ph