

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

Date: HRMO 18-Jun-20

Qualification Standards										Place of Assignment
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job Pay Grade	Monthly Salary	Education	Training	Exp.	Elig.	Competency (if applicable)	
		SEC2-3-1998; SEC2-10-1998; SEC2-11-1998							Care:  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. 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 1021 to ensure safety of residents, faculty and staff of any risk. Level-1 2. Waste Management- Implements and ensures the effective waste segregation, collection, disposal through stakeholders' awareness and empowerment in accordance with Republic Act 8013 that lead to cleaner and greener University adherence to national and international sanitation and pollution level standards. 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	
1	Security Guard II		5	14,641	High School Graduate	None required	1 year of relevant experience	Security Guard License (MC 10, s. 2013 - Cat IV)***		VSU MAIL

Interested and qualified applicants should signify their interest in writing. Diverse applicants are encouraged to apply. Attach the following documents to the application letter and send to the address below not later than June 28, 2020.

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](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of valid Security Guard License
4. Photocopy of Transcript of Records/ High School Diploma

**DUE TO OPERATIONALIZATION OF THE VSU HRIS, QUALIFIED APPLICANTS ARE ADVISED TO APPLY ONLINE AT [jobs.vsu.edu.ph](http://jobs.vsu.edu.ph) ONLY.**

Existing qualified applicants presently occupying regular next in rank position of Security Guard I shall be given preference.

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

LOURDES B. CANO

Director, ODAHRD, VSU Baybay City, Leyte

[jobs.vsu.edu.ph](http://jobs.vsu.edu.ph)