

**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**

Date:

October 9, 2020

N o.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Place of Assign ment
					Education	Training	Exp.	
1	Accountant II	A2-1-2006	16	35,106	Bachelor's degree in Commerce/B usiness Administratio n major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080
								Elig.
								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-2
								2. 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-2
								3. 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 management of the university operations. Level - 3
								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-2
								5. 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 2
								6. Fiscal Management - Applies the protocols required to safeguard and effectively utilize financial resources to attain university mandate and use said resources economically by ensuring decisions and operations are implemented in compliance with applicable laws, policies, procedures, standards, and regulations. Level 3
								7. Budget Management - Packages and submits responsive budgetary proposal to finance programmed projects and activities for the following year and applies the protocols required for effective budgetary utilization by ensuring decisions and operations are implemented in compliance with applicable laws, policies, procedures, standards, and regulations. Level 2

Applicants with extensive training and experience in government accounting and auditing will be given preference.

Interested and qualified applicants should signify their interest by applying on line at **jobs.vsu.edu.ph** not later than October 19, 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](http://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.

**Walk-in applicants or applications 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](http://jobs.vsu.edu.ph)