

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  
June 30, 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assign ment
					Education	Training	Exp.	Elig.	Competency  (if applicable)	
1	ENGINEER III	ENG3-1-2013	19	46,791	Bachelor's degree relevant to the job (Civil Eng'g)	8 hrs. of relevant training	2 yrs of relevant experience	RA 1080	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 effective 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 stakeholders. Level-2 5. 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 - 3 6. Project Management- Facilitates smooth implementation of projects, work or activities through information collection from and provision to concerned parties, departments or individuals. Level-2 7. Maintenance Management - Develops maintenance planning and operation monitoring to effectively and efficiently deliver repair/ maintenance services for buildings, facilities, equipment, machineries and vehicles. Level - 3. 8. Monitoring and Evaluation - Gathers and analyzes the detailed status of the program in order to determine if its ongoing activities are still aligned with the intended direction of achieving the set goals and objectives. Level-2 9. Quality Assurance - Controls and improves, as necessary, the quality of audit/ assessment/ accreditation processes in accordance with prescribed quality control policies and procedures as mandated by the University and in compliance with audit and accrediting bodies. Level 2	VSU MAIN

The functions of the position include the preparation of building designs and costs estimates and supervision of infrastructure projects of the university to ensure compliance with engineering plans, designs and safety requirements.

Interested and qualified applicants should signify their interest in writing. Brevise applicants are encouraged to apply. Attach the following documents to the application letter and send to the address below not later than July 9, 2020.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport sized picture (CSC Form No. 212, Revised 2007) 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.

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERAINED.

LOURDES B. CANO

Director, HRMO

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