## Republic of the Philippines VISAYAS STATE UNIVERSITY

Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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	HONEY SOFIA V. COLIS	
	OIC HRMO	
Date:	APnl 4, 2023	

	Position Title	District the state of	Salary/						Qualification Standards	Discount
No	(Parenthetical Title, if applicable)	Plantilla Item No.	Job/ Pay Grade	Monthly Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1										VSU MAIN

Administrati Aide IV 3 (Reproduction Machine Operation)	ADA4-144-	4	15586	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 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. 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 uffices/colleges/departments/centers in particular. Level-1  2. Occuments 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. 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-1  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 ens	VSU MAIN
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Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than April 15, 2023.

- 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 last rating period (if applicable);
- 3. Photocopy of certificate of eligibility/rating/license, and
- 4 Photocopy of Transcript of Records
- 5. This office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

Qualified applicants are encouraged to submit via online through jobs.vsu.edu.ph Qualified next-in-rank staff are automatically considered as candidates for the position.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

HONEY SOFIA V. COLIS	
OIC Director, ODHRM	
VSU, Baybay City, Leyte	
jobs.vsu.edu.ph	

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.