Electronic copy to be submitted to the CSC FO

must be in MS Excel format

## 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:
 3-Dec-20

	lo.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					
N						Education	Training	Ехр.	Elig.	Competency (if applicable)	Assign ment
										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	
	1		SECG3- 4- 2010	8	17,505		4 hours of relevant training	1 year of relevant experience			
										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 10121 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 9003 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  4. 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  5. 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	VSU MAIN

Interested and qualified applicants should signify their interest by aplying on line at jobs.vsu.edu.ph not later than December 13, 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;
- 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.

This is a re-publication of the vacancy which lapsed due to the pandemic. Thus, those who already filed their applications earlier need not apply but will be included in the ranking. Only new additional applicants will be entertained and included in the screening, evaluation and ranking together with previous applicants.

Walk-in applicants or applications lodged through email will not be entertained. Qualified next in rank are automatically considered as applicants and shall be given preference in hiring. Applications with incomplete documents shall not be entertained and the applicant shall be considered as not qualified.

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LOURDES B.	CAN

Director, ODAS/HRM, VSU,Baybay City Leyte jobs.vsu.edu.ph