



*electrical*  
**TWO (2) CIVIL ENGINEER II**  
**(Contractual)**

**CSC Minimum Qualifications:**

1. Education: **Bachelor's degree in Engineering relevant to the job (Civil Engineering)**
2. Experience: **1 year of relevant experience**
3. Training: **4 hours of relevant training**
4. Eligibility: **RA 1080**
5. Salary: **SG 16 (P33,584 + 20 % Premium)**

Should possess the following competencies:

**Core competencies:**

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 Competencies:**

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. **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
3. **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
4. **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-2
5. **Project Management** - Facilitates smooth implementation of projects, work or activities through information collection from and provision to concerned parties, departments or individuals. Is keen and quick in understanding and dealing with a project situation in a manner that is likely to lead to a good outcome. Conceptualizes, develops, implements, and evaluates programs and projects whether routine, non-routine, ad hoc or task force assignments. Level-2
6. **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

*The function of the needed electrical engineer will focus in preparing*

Qualified diverse applicants are encouraged to apply. Interested applicants must send their application letter and resume not later than January 20, 2020.

Qualified applicants are advised to hand in or send through courier/email their application to: ODAHRD, VSU, Baybay City, Leyte;

[Personneloffice@vsu.edu.ph](mailto:Personneloffice@vsu.edu.ph); [odahrd@vsu.edu.ph](mailto:odahrd@vsu.edu.ph).

**LOURDES B. CANO**

Director, ODAHRD

VSU, Baybay City Leyte

*critical plans for the reviewing of electrical installation in all colleges and monitoring and evaluation of all electrical installation in all buildings of the university.*

*Component colleges*  
**REMBERTO A. PATINDOL**  
VP for Admin and Finance  
VSU, Baybay City, Leyte





## TWO (2) ARCHITECT II (Contractual)

### CSC Minimum Qualifications:

1. Education: **Bachelor's degree in Architecture**
2. Experience: **1 year of relevant experience**
3. Training: **4 hours of relevant training**
4. Eligibility: **RA 1080**
5. Salary: **SG 16 (P33,584 + 20 % Premium)**

### Should possess the following competencies:

#### Core competencies:

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 Competencies:

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. **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
3. **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
4. **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-2
5. **Project Management** - Facilitates smooth implementation of projects, work or activities through information collection from and provision to concerned parties, departments or individuals. Is keen and quick in understanding and dealing with a project situation in a manner that is likely to lead to a good outcome. Conceptualizes, develops, implements, and evaluates programs and projects whether routine, non-routine, ad hoc or task force assignments. Level-2
6. **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

The functions of the needed architect involves design and preparation of building and other infrastructure needs of the university as well as to assist in the planning of the New VSU Development Plan.

Qualified diverse applicants are encouraged to apply. Interested applicants must send their application letter and resume not later than January 20, 2020.  
Qualified applicants are advised to hand in or send through courier/email their application to: ODAHRD, VSU, Baybay City, Leyte:  
[Personneloffice@vsu.edu.ph](mailto:Personneloffice@vsu.edu.ph) ; [odahrd@vsu.edu.ph](mailto:odahrd@vsu.edu.ph).

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