



FOR HIRING

One (1) Administrative Aide III

(Casual)

Minimum Qualifications:

1. Education: **Completion of 2 years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)***
2. Experience: **None required (preferably with at least 2 years of experience related to accreditation and certification engagement)**
3. Training: **None required (preferably with training/seminar related to certification, accreditation and assessment)**
4. Eligibility: **None required (preferably with Career Service Subprofessional Eligibility)**

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 1
2. **Delivering Service Excellence** - Complies with VSU's established standards of service delivery for customer satisfaction. Level -1
3. **Communication Savvy** - Effectively delivers messages that simply focus on facts or information; Level 1
4. **Interpersonal relationship management** - Effectively communicates and interacts with colleagues, customers, and clients, and works well in a team to achieve results. Level -1
5. **Change Adaptation** - Works effectively with a variety of people and situations and adapts one's thinking, behavior, and style appropriately in dealing with change. Level 1
6. **Gender-responsive management** - Promotes gender equality and women's 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 the different offices/colleges/departments/centers in particular. Level-1
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-1
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-1
4. **Facilitation**- Guides the exchange of information and ideas in an interactive session designed to meet defined objectives. Level-1
5. **Process Improvement**- 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-1
6. **Report Writing**- Prepares and produces reports and other documents such as proposals, policies, guidelines or procedures and manuals in a clear, concise and coherent manner and in accordance with VSU standards that ensures proper documentation and presentation of information for an effective and efficient information utilization and management. Level- 1

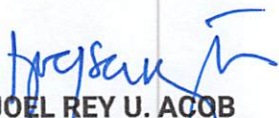


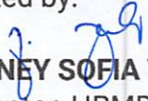
Interested and qualified applicants should signify their interest by applying online at jobs.vsu.edu.ph not later than **December 11, 2025**.

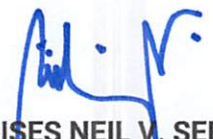
Applicants must also upload the following required documents.

1. Application letter
2. Fully accomplished Personal Data Sheet (PDS)/Curriculum Vitae/ with recent passport-sized picture (CS Form No. 212, Revised 2025) which can be downloaded at www.csc.gov.ph;
3. Photocopy of Diploma and Transcript of Records;
4. Photocopy of certificate of eligibility/rating/license;
5. Photocopy of performance rating in the last rating period (if applicable);
6. Photocopy of training certificates;
7. Photocopy of certificate of employment (if applicable); and
8. VSU 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).

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.


JOEL REY U. ACOB
Director, Quality Assurance
Visayas State University
Visca, Baybay City, Leyte

Noted by:

HONEY SOFIA V. COLIS
Director, HRMD *ok mlt*


MOISES NEIL V. SERIÑO
Vice President for Administration and Finance