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 in the CSC website | We | hereby request the publication of the fo | owing vacant positions, which a | re authorized to be filled. | d, at the VISAYAS STATE UNIVER | SITY in the CSC website: |
|--|----|--|---------------------------------|-----------------------------|--------------------------------|--------------------------|
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| | | HONEY SOFIA V. COLIS | |
|------------------------|----------|----------------------|--|
| | | OIC HRMO | |
| | Date: | April 3, 2023 | |
| Position Title Salary/ | Qualific | ation Standards | |

| | Position Title (Parenthetical | Plantilla Item | Salary/ Job/ | Monthly | | | | | Qualification Standards | | |
|------|----------------------------------|----------------|-----------------|---------|--------|-----------|----------|------------|-------------------------|----------------------------|------------------------|
| 140. | Title, if applicable) | No. | | Pay | Salary | Education | Training | Experience | Eligibility | Competency (if applicable) | Place of Assignment |
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| 2 Guidance Counselor III | GUIDC3-4- 2000 13 | Masteral degree in 31320 Guidance and counsellin | None required | 1 year of relevant experience | RA 1080 (Guid. Counselor)*** | 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 Sayy - 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. 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-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 management and Records Management-Applies and adapts records management standards related to the cycle | 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 14, 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. Note: 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 are automatically considered as applicants. Diverse applicants are encouraged to apply.

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 |