

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

September 23, 2020

Date:

Qualification Standards

N	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job Pay Grade	Monthly Salary	Education	Training	Exp.	Elig.	CS (Subprofessional) Eligibility	Place of Assignment

1	Admin. Aide VI (Clerk III)	ADA6-91-2004	6	15,524	Completion of 2 years studies in college	None required	None required	None required	CS (Subprofessional) First Level	Main VSU
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<p>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 Savvy - Effectively delivers messages that simply focus on facts or information; Level-2 4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers, 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</p> <p>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-1 2. Accounting Management - Manages the processing of financial transactions according to LDA and DBM rules and regulations, maintaining the books of accounts, analyzing accounts and timely preparation and submission of required reports; manages the preparation of cheques and disbursements, replenishment and liquidation of cash advances, petty cash, and other personnel cash emoluments, and receives collectibles/payments in accordance with relevant rules and regulations - Level 2 3. Budget Management - Packages and submits responsive budgetary proposals to finance programmed projects and activities for the following year and applies the protocols required for effective budgetary utilization by ensuring decisions and operations are implemented in compliance with applicable laws, policies, procedures, standards, and regulations; Level 1 4. 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 5. 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 stakeholders; Level-1 6. 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 7. 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</p>										
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Interested and qualified applicants should signify their interest by applying on line at **jobs.vsu.edu.ph** not later than October 3, 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.

Walk-in applications or applications through email shall not be entertained.

Qualified next in rank are automatically considered prospective applicants and will be given preference in hiring.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED AND ARE AUTOMATICALLY CONSIDERED AS DISQUALIFIED.

LOURDES B. CANO

Director, ODAS/HRM

jobs.vsu.edu.ph