

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:

February 10, 2021

N o.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Place of Assignment	
					Education	Training	Exp.		
1	Education Program Specialist II	EPS2-1-2002	16	36,628	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	VSU Main
					<p><b>Competency (if applicable)</b></p> <p>Core:</p> <ol style="list-style-type: none"> <li>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</li> <li>2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction. Level-2</li> <li>3. Communication Savvy - Effectively delivers messages that simply focus on facts or information. Level-2</li> <li>4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results. Level-2</li> <li>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</li> <li>6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems and issues. Level-1</li> </ol> <p>Functional:</p> <ol style="list-style-type: none"> <li>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</li> <li>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</li> <li>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</li> <li>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 delivery of services by ensuring responsiveness to the needs of stakeholder. Level-2</li> <li>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-2</li> <li>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</li> <li>7. Waste Management - Implements and ensures the effective waste segregation, collection, disposal through stakeholders' awareness and empowerment in accordance with Republic Act 5043 that lead to cleaner and greener University adherence to national and international sanitation and pollution level standards. Level-2</li> <li>8. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives. Level-3</li> </ol>				

Since the would be appointee will be assigned at the Office of the Director for Instruction and evaluation and will be involved in the review of curriculum proposals and in managing the teaching performance evaluation by students, experience either as executive assistant or in the preparation or evaluation of curricular offerings will be given preference. Furthermore, since the present VSU Board of Regents is now strictly implementing the quantum leap provision of the ORAOHRA, only applicants who have been occupying or now occupant of a next-in-rank position (Administrative Officer IV & at least Administrative Officer III) or its equivalent, including equivalent position if working in the private sector, will be considered qualified to apply.

Interested and qualified applicants should signify their interest by applying on line at [jobs.vsu.edu.ph](http://jobs.vsu.edu.ph) not later than **February 20, 2021**. Walk-in applicants or applications lodged through email will not be entertained. 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](http://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 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.

LOURDES B. CANO

Director, ODASHRM, VSU Baybay City, Leyte

[jobs.vsu.edu.ph](http://jobs.vsu.edu.ph)