



NOTICE OF VACANT POSITION/S

as of APR 26 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	Supervising Administrative Officer	CATSCB-SADOF-2-2023	22	₱71,511.00	Bachelor's Degree relevant to the job	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	CS Professional/2nd Level Eligibility		Administrative Division

Job Summary: Assist the Chief Administrative Officer, Administrative Division in overseeing the administrative operation of the University.

Job Description/Statement of Duties and Responsibilities:

1. Assist CAO in planning, implementation, and control of administrative affairs of the institution, inclusive of human resource management services, security services, motor pool services, records services and buildings and grounds services
2. Monitor implementation of policies and guidelines issued on administrative matters.
3. Review and recommend pertinent personnel actions for the approval of the SUC President.
4. Render advisory services in policy formulation, decision-making and project/program administration.
5. Prepare and implement a Professional Development Plan for Administrative Services personnel.
6. Perform other related functions as may be assigned.

Required Competencies:

Core: 1. Exemplifying integrity 2. Delivering service excellence 3. Solving problems and making decisions	Organizational: 1. Speaking effectively 2. Writing effectively 3. Championing and applying innovations 4. Planning and delivering 5. Managing information 6. Collaboration and networking	Technical: 1. Policy Evaluation 2. Strategic Planning 3. Competency Development and enhancement 4. Employee Engagement Management 5. Performance Management	Leadership: 1. Thinking strategically and creatively 2. Leading change 3. Managing performance and coaching for result 4. Creating nurturing high performing organization 5. Building collaborative, inclusive working relationship
---	--	---	---

MAY 08 2023

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than

1. Application Letter; 2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website); 3. Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph ; 4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-graduate);	5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable); 6. Certified true copy of Certificates of Trainings/Seminars Attended; 7. Certified true copy of Certificate of Eligibility/Rating/License ID; 8. Certified true copy of Performance Rating in the last two rating periods (if applicable); 9. Photocopy of Latest Appointment (if applicable); 10. Other documents relevant to the position applied for.
---	---

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

MA. SIONNE MAY T. CRISPINO
 Administrative Officer V, Human Resource Management Services
 Catanduanes State University
 Virac, Catanduanes

The Catanduanes State University is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment and does not unlawfully discriminate applicant on the account of person's age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law. Physically-challenged applicants may contact the HRM Services for assistance at +639290041494.

**APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
 LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.**



NOTICE OF VACANT POSITION/S

as of APR 26 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	Supervising Administrative Officer	GATSCB-SADOF-3-2023	22	₱71,511.00	Bachelor's Degree relevant to the job	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	C.S. Professional / 2nd Level Eligibility		Finance Division

Job Summary

Assist the Chief Administrative Officer, Finance Division, in overseeing the financial operation of the University.

Job Description/Statement of Duties and Responsibilities

1. Assist the CAO in planning, implementation and control over all financial services of the University, inclusive of Accounting, Budgeting, Cashiering, Supply Services and Procurement.
2. Supervise preparation of budget and financial management functions prior to approval of CAO.
3. Review the consolidated Annual Procurement Plan (APP) prepared by Supply and Procurement and validate with pertinent offices.
4. Review Agency Procurement Request (APR) against submitted APP and recommends approval or adjustments as needed.
5. Prepare and implement a Professional Development Plan for Financial Services personnel.
6. Perform other related functions as may be assigned.

Required Competencies:

Core: 1. Exemplifying integrity 2. Delivering service excellence 3. Solving problems and making decisions	Organizational: 1. Speaking effectively 2. Writing effectively 3. Championing and applying innovations 4. Planning and delivering 5. Managing information 6. Collaboration and networking	Technical 1. Policy evaluation 2. Strategic planning 3. Employee engagement management 4. Performance management 5. Competency development & enhancement	Leadership: 1. Thinking strategically and creatively 2. Leading change 3. Building collaborative, inclusive working relationship 4. Managing performance and coaching for result 5. Creating nurturing high performing organization
---	--	--	---

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than

MAY 08 2023

1. Application Letter; 2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website); 3. Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph ; 4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-graduate);	5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable); 6. Certified true copy of Certificates of Trainings/Seminars Attended; 7. Certified true copy of Certificate of Eligibility/Rating/License ID; 8. Certified true copy of Performance Rating in the last two rating periods (if applicable); 9. Photocopy of Latest Appointment (if applicable); 10. Other documents relevant to the position applied for.
---	---

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

MA. SIONNE MAY T. CRISPINO
 Administrative Officer V, Human Resource Management Services
 Catanduanes State University
 Virac, Catanduanes

The Catanduanes State University is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment and does not unlawfully discriminate applicant on the account of person's age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law. Physically-challenged applicants may contact the HRM Services for assistance at +639290041494.

**APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
 LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.**



NOTICE OF VACANT POSITION/S

as of APR 26 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	Executive Assistant III	CATSCB-EXA3-20-2023	20	₱57,347.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	C.S. Professional / 2nd Level Eligibility		Executive Assistance Services

Coterminous with the Incumbent (CTI) SUC President III

Job Summary

Assist the SUC President III in the discharge of his/her duties; execute orders, rules and regulations and/or established policy or procedures.

Job Description/Statement of Duties and Responsibilities

1. Direct and participate in performing a variety of research, administration and technical duties which assist the executive in reaching or implementing substantive decisions.
2. Perform a variety of administrative and technical functions in advising department heads on matters relative to departmental policies and procedures.
3. Execute orders, rules and regulations or established policy or procedures.
4. Oversee the preparation of memoranda on matters being considered by executive bodies and preparation of action to implement decisions reached.
5. Supervise the EAS staff in daily operational activities.
6. Perform other related functions as may be assigned.

Required Competencies:

Core: 1. Exemplifying integrity 2. Delivering service excellence 3. Solving problems and making decisions	Organizational: 1. Speaking effectively 2. Writing effectively 3. Championing and applying innovations 4. Planning and delivering 5. Managing information 6. Collaboration and networking	Technical 1. Computer skills 2. Corporate communications 3. Records management 4. Public relations management 5. Oral communications 6. Front office services	Leadership: 1. Thinking strategically and creatively 2. Leading change 3. Building collaborative, inclusive working relationship 4. Managing performance and coaching for result 5. Creating nurturing high performing organization
---	--	--	---

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than

MAY 08 2023

1. Application Letter; 2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website); 3. Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph ; 4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-graduate);	5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable); 6. Certified true copy of Certificates of Trainings/Seminars Attended; 7. Certified true copy of Certificate of Eligibility/Rating/License ID; 8. Certified true copy of Performance Rating in the last two rating periods (if applicable); 9. Photocopy of Latest Appointment (if applicable); 10. Other documents relevant to the position applied for.
---	---

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

MA. SIONNE MAY T. CRISPINO
 Administrative Officer V, Human Resource Management Services
 Catanduanes State University
 Virac, Catanduanes

The Catanduanes State University is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment and does not unlawfully discriminate applicant on the account of person's age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law. Physically-challenged applicants may contact the HRM Services for assistance at +639290041494.

**APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
 LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.**



NOTICE OF VACANT POSITION/S

as of APR 26 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	Information Technology Officer I	CATSCB-ITO1-14-2023	19	₱51,357.00	Bachelor's Degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	C.S. Professional / 2nd Level Eligibility		Information Technology Services

Preference: With supervisory experience

Job Summary

Provide technical support to the University in managing ICT solutions and services for governance and education, in the implementation of programs and projects that meets strategic goals and objectives, and provide technical assistance to colleges/units/campus in the integration of ICT in teaching-learning in accordance with set policies, standards, and methodologies for ICT development and use.

Job Description/Statement of Duties and Responsibilities

1. Manage ICT solutions and services for governance and education, in the implementation of programs and projects and provide technical assistance in the integration of ICT in the teaching-learning in accordance with set policies, standards and methodologies for ICT development and use.
2. Formulate and implement plans, policies, programs and standards for the University ICT infrastructure for both academic and administrative Information Systems.
3. Manage, monitor and recommend improvement on the University's ICT facilities as well as technical support services.
4. Supervise and provide services related to the installation, use, maintenance, troubleshooting, and calibration of computer systems and ICT equipment.
5. Integrate systems and databases from core system to access accurate information and administer the maintenance of University database on activities including data input control, back-up and recovery, storage, integrity and security.
6. Collaborate and meet with DICT and other technical staff and researchers in the different government agencies to conduct technical support including literacy and consultation services for University personnel, and to unify or consolidate initiatives or innovations related to automation, visualizations which would help in the delivery of efficient product and services.
7. Utilize related research and develop an ICT project/software on available technology solutions to suit the needs of the University.
8. Perform other related functions as may be assigned.

Required Competencies:

Core:	Organizational:	Technical	Leadership:
1. Exemplifying integrity	1. Speaking effectively	1. Computer system servicing	1. Thinking strategically and creatively
2. Delivering service excellence	2. Writing effectively	2. IT Management	2. Leading change
3. Solving problems and making decisions	3. Championing and applying innovations		3. Building collaborative, inclusive working relationship
	4. Planning and delivering		4. Managing performance and coaching for result
	5. Managing information		5. Creating nurturing high performing organization
	6. Collaboration and networking		

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than

MAY 08 2023



- | | |
|--|--|
| 1. Application Letter; | 5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable); |
| 2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website); | 6. Certified true copy of Certificates of Trainings/Seminars Attended; |
| 3. Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph ; | 7. Certified true copy of Certificate of Eligibility/Rating/License ID; |
| 4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-graduate); | 8. Certified true copy of Performance Rating in the last two rating periods (if applicable); |
| | 9. Photocopy of Latest Appointment (if applicable); |
| | 10. Other documents relevant to the position applied for. |

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

MA. SIONNE MAY T. CRISPINO

Administrative Officer V, Human Resource Management Services
Catanduanes State University
Virac, Catanduanes

The Catanduanes State University is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment and does not unlawfully discriminate applicant on the account of person's age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law. Physically-challenged applicants may contact the HRM Services for assistance at +639290041494.

**APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.**



NOTICE OF VACANT POSITION/S

as of APR 26 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	ADMINISTRATIVE OFFICER V	CATSCB-ADOF5-22-2023	18	₱46,725.00	Bachelor's Degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	CS Professional/2nd Level Eligibility		Procurement Services

Job Summary: Formulates plans and policies on procurement management of the University; provide technical assistance and recommendations to the BAC in the procurement of goods and services

Job Description/Statement of Duties and Responsibilities:

1. Implement the plans, programs, policies, guidelines and procedures pertaining to procurement of materials, supplies, equipment, spare parts and contract services, and monitor implementation.
2. Supervise the University-wide procurement in accordance with established rules and regulations.
3. Conduct periodic review and evaluation of purchasing systems and design and formulate/develop policies in order to simplify procedures on the procurement of goods and services.
4. Validate and sign all documents pertaining to procurement transactions of the University.
5. Perform other related functions as may be assigned.

Required Competencies:

Core: 1. Exemplifying integrity 2. Delivering service excellence 3. Solving problems and making decisions	Organizational: 1. Speaking effectively 2. Writing effectively 3. Championing and applying innovations 4. Planning and delivering 5. Managing information 6. Collaboration and networking	Technical: 1. Procurement management	Leadership: 1. Thinking strategically and creatively 2. Leading change 3. Building collaborative, inclusive working relationship 4. Managing performance and coaching for result 5. Creating nurturing high performing organization
---	--	--	---

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than

MAY 08 2023

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Application Letter; 2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website); 3. Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph; 4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-graduate); | <ol style="list-style-type: none"> 5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable); 6. Certified true copy of Certificates of Trainings/Seminars Attended; 7. Certified true copy of Certificate of Eligibility/Rating/License ID; 8. Certified true copy of Performance Rating in the last two rating periods (if applicable); 9. Photocopy of Latest Appointment (if applicable); 10. Other documents relevant to the position applied for. |
|--|---|

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

MA. SIONNE MAY T. CRISPINO
 Administrative Officer V, Human Resource Management Services
 Catanduanes State University
 Virac, Catanduanes

The Catanduanes State University is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment and does not unlawfully discriminate applicant on the account of person's age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law. Physically-challenged applicants may contact the HRM Services for assistance at +639290041494.

APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
 LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.



NOTICE OF VACANT POSITION/S

as of APR 26 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	Information Officer III	CATSCB-INFO3-17-2023	18	₱46,725.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	C.S. Professional / 2nd Level Eligibility		Corporate Communications and Multi-Media Services

Job Summary

Lead and coordinate the implementation, monitoring and evaluation of agency communication branding and advocacy plans.

Job Description/Statement of Duties and Responsibilities

1. Write content of infographics, video materials, news bits, news feature, news articles for the University's programs and initiatives.
2. Document institutional activities and writes press releases, statements, feature articles, photo release captions, briefers, text for infographics and other report/articles.
3. Check content of infographics, video materials needed for dissemination or as reference of public, for publicity and transparency.
4. Manage timeline/production schedule of print and digital publications for websites.
5. Manage the social media accounts of the University.
6. Perform other related functions as may be assigned.

Required Competencies:

Core:	Organizational:	Technical	Leadership:
1. Exemplifying integrity	1. Speaking effectively	1. Multimedia arts & creative design	1. Thinking strategically and creatively
2. Delivering service excellence	2. Writing effectively	2. Corporate communications	2. Leading change
3. Solving problems and making decisions	3. Championing and applying innovations	3. Webpage development	3. Building collaborative, inclusive working relationship
	4. Planning and delivering	4. Information technology management	4. Managing performance and coaching for result
	5. Managing information	5. Presentation skills	5. Creating nurturing high performing organization
	6. Collaboration and networking		

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than

MAY 08 2023

1. Application Letter;	5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable);
2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website);	6. Certified true copy of Certificates of Trainings/Seminars Attended;
3. Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph ;	7. Certified true copy of Certificate of Eligibility/Rating/License ID;
4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-graduate);	8. Certified true copy of Performance Rating in the last two rating periods (if applicable);
	9. Photocopy of Latest Appointment (if applicable);
	10. Other documents relevant to the position applied for.

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

MA. SIONNE MAY T. CRISPINO
 Administrative Officer V, Human Resource Management Services
 Catanduanes State University
 Virac, Catanduanes

The Catanduanes State University is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment and does not unlawfully discriminate applicant on the account of person's age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law. Physically-challenged applicants may contact the HRM Services for assistance at +639290041494.

**APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
 LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.**



NOTICE OF VACANT POSITION/S

as of APR 26 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	Project Development Officer III	CATSCB-PDO3-4-2023	18	₱46,725.00	Bachelor's Degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	C.S. Professional / 2nd Level Eligibility		Project Management Office

Preference: Civil Engineer

Job Summary

Supervise the unit in the conduct of research, technical, and analytical work in terms of identifying key issues relative to ongoing infrastructure projects and activities of the University.

Job Description/Statement of Duties and Responsibilities

1. Supervise the conduct of review, evaluation, and monitoring of ongoing infrastructure projects and activities of the University.

2. Recommend strategies and/or solutions to improve the efficiency and effectiveness of the different projects by identifying bottlenecks in completing said activities and by developing plans to minimize or eliminate such bottlenecks.

3. Provide monitoring and technical assistance to University officials relative to the project implementation and capacity building activities.

4. Prepare various technical reports as required by University officials and by other government agencies.

5. Perform other related functions as may be assigned.

Required Competencies:

Core:

1. Exemplifying integrity
2. Delivering service excellence
3. Solving problems and making decisions

Organizational:

1. Speaking effectively
2. Writing effectively
3. Championing and applying innovations
4. Planning and delivering
5. Managing information
6. Collaboration and networking

Technical

1. Program/project delivery & administration
2. Program/project design & development
3. Facilities management
4. Environmental project/ program implementation

Leadership:

1. Thinking strategically and creatively
2. Leading change
3. Building collaborative, inclusive working relationship
4. Managing performance and coaching for result
5. Creating nurturing high performing organization

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than

MAY 08 2023

<ol style="list-style-type: none"> 1. Application Letter; 2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website); 3. Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph; 4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-graduate); 	<ol style="list-style-type: none"> 5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable); 6. Certified true copy of Certificates of Trainings/Seminars Attended; 7. Certified true copy of Certificate of Eligibility/Rating/License ID; 8. Certified true copy of Performance Rating in the last two rating periods (if applicable); 9. Photocopy of Latest Appointment (if applicable); 10. Other documents relevant to the position applied for.
--	---

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

MA. SIONNE MAY T. CRISPINO

Administrative Officer V, Human Resource Management Services
 Catanduanes State University
 Virac, Catanduanes

The Catanduanes State University is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment and does not unlawfully discriminate applicant on the account of person's age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law. Physically-challenged applicants may contact the HRM Services for assistance at +639290041494.

**APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
 LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.**



NOTICE OF VACANT POSITION/S

as of APR 26 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Others
1	PLANNING OFFICER III	CATSCB-PLO3-7-2023	18	₱46,725.00	Bachelor's Degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	CS Professional/2nd Level Eligibility		Planning and Development Services

Job Summary: Supervise activities in the Planning and Development Services; provide technical support by reviewing statistical data and output on the formulation, review and monitoring of implementation of University's strategic plans, thrusts, priorities.

Job Description/Statement of Duties and Responsibilities:

1. Prepare and provide analyzed data, statistics, and performance reports as inputs to the University's long-range and short-range strategic development plans.
2. Provide Technical Assistance to the University by responding to the identified needs in relation to planning and other matters on governance and operations.
3. Formulate and develop project proposals for fund-sourcing to meet priority developmental needs of the University; assist in budget preparation.
4. Coordinate the preparation of the initial draft of the strategic plan, implementation plan, and investment plan.
5. Coordinate the preparation and submission of a status and progress report on plan implementation to inform management of action needed towards plan accomplishment.
6. Perform other related functions as may be assigned.

Required Competencies:

Core:	Organizational:	Technical:	Leadership:
1. Exemplifying integrity 2. Delivering service excellence 3. Solving problems and making decisions	1. Speaking effectively 2. Writing effectively 3. Championing and applying innovations 4. Planning and delivering 5. Managing information 6. Collaboration and networking	1. Research and development planning and delivering 2. Formulating and integrating development plans 3. Statistics	1. Thinking strategically and creatively 2. Leading change 3. Building collaborative, inclusive working relationship 4. Managing performance and coaching for result 5. Creating nurturing high performing organization

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than

MAY 08 2023

- | | |
|---|---|
| 1. Application Letter;
2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website);
3. Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph ;
4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-graduate); | 5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable);
6. Certified true copy of Certificates of Trainings/Seminars Attended;
7. Certified true copy of Certificate of Eligibility/Rating/License ID;
8. Certified true copy of Performance Rating in the last two rating periods (if applicable);
9. Photocopy of Latest Appointment (if applicable);
10. Other documents relevant to the position applied for. |
|---|---|

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

MA. SIONNE MAY T. CRISPINO
 Administrative Officer V, Human Resource Management Services
 Catanduanes State University
 Virac, Catanduanes

The Catanduanes State University is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment and does not unlawfully discriminate applicant on the account of person's age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law. Physically-challenged applicants may contact the HRM Services for assistance at +639290041494.

APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
 LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.



NOTICE OF VACANT POSITION/S

as of APR 26 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	Information Systems Analyst II	CATSCB-INFOSA2-15-2023	16	₱39,672.00	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	C.S. Professional / 2nd Level Eligibility		Information Technology Services

Job Summary

Support the IT Officer in system and network administration and maintenance.

Job Description/Statement of Duties and Responsibilities

1. Research, analyze, design, and develop information systems to meet the needs of the University and that will integrate with existing future systems.
2. Lead in the configurations, management, and improvements of network, IT systems, and web and mobile applications.
3. Assist in the development of plans, programs, projects, policies, procedures and standards related in information systems.
4. Consult with users to identify current operating procedures, problems and requirements in order to design models and utilize analysis and solution development methods, including process, maps, flow charts, and diagrams in developing information systems.
5. Document installation, maintenance, and operating procedures of information systems.
6. Perform other related functions as may be assigned.

Required Competencies:

Core:	Organizational:	Technical
1. Exemplifying integrity	1. Speaking effectively	1. Information System Management
2. Delivering service excellence	2. Writing effectively	
3. Solving problems and making decisions	3. Championing and applying innovations	
	4. Planning and delivering	
	5. Managing information	
	6. Collaboration and networking	

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than

MAY 08 2023

- | | |
|--|--|
| 1. Application Letter; | 5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable); |
| 2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website); | 6. Certified true copy of Certificates of Trainings/Seminars Attended; |
| 3. Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph ; | 7. Certified true copy of Certificate of Eligibility/Rating/License ID; |
| 4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-graduate); | 8. Certified true copy of Performance Rating in the last two rating periods (if applicable); |
| | 9. Photocopy of Latest Appointment (if applicable); |
| | 10. Other documents relevant to the position applied for. |

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

MA. SIONNE MAY T. CRISPINO
 Administrative Officer V, Human Resource Management Services
 Catanduanes State University
 Virac, Catanduanes

The Catanduanes State University is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment and does not unlawfully discriminate applicant on the account of person's age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law. Physically-challenged applicants may contact the HRM Services for assistance at +639290041494.

**APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
 LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.**



NOTICE OF VACANT POSITION/S

as of APR 26 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	Accountant II	CATSCB-A2-19-2023	16	₱39,872.00	Bachelor's Degree in Commerce/Business Administration major in Accounting	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080 (CPA)		Panganiban Campus (Accounting Services)

Job Summary: Maintain the book of accounts and other accounting records; supervise accounting activities including preparation of financial statements and reports in conformity with generally accepted accounting standards and auditing rules and regulations.

Job Description/Statement of Duties and Responsibilities

1. Prepare, review, analyze and submit accountability and financial reports, and sign financial documents.
2. Coordinate with stakeholders and prepare documentary requirements for billing and collections activities.
3. Maintain basic and subsidiary accounting, records and books of accounts to reflect accurate and current financial information required by auditors.
4. Review vouchers, warrants, checks, payrolls, journals, bills, financial statements and other reports.
5. Perform other related functions as may be assigned.

Required Competencies:

Core: 1. Exemplifying integrity 2. Delivering service excellence 3. Solving problems and making decisions	Organizational: 1. Speaking effectively 2. Writing effectively 3. Championing and applying innovations 4. Planning and delivering 5. Managing information 6. Collaboration and networking	Technical 1. Accounting Management 2. Computer Skills	Leadership 1. Thinking strategically and creatively 2. Leading change 3. collaborative, inclusive working relationship 4. Managing performance and coaching for result 5. Creating nurturing high-performing organization
---	--	--	---

MAY 08 2023

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Application Letter; 2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website); 3. Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph; 4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-graduate); | <ol style="list-style-type: none"> 5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable); 6. Certified true copy of Certificates of Trainings/Seminars Attended; 7. Certified true copy of Certificate of Eligibility/Rating/License ID; 8. Certified true copy of Performance Rating in the last two rating periods (if applicable); 9. Photocopy of Latest Appointment (if applicable); 10. Other documents relevant to the position applied for. |
|--|---|

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

MA. SIONNE MAY T. CRISPINO
 Administrative Officer V, Human Resource Management Services
 Catanduanes State University
 Virac, Catanduanes

The Catanduanes State University is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment and does not unlawfully discriminate applicant on the account of person's age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law. Physically-challenged applicants may contact the HRM Services for assistance at +639290041494.

APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
 LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.



NOTICE OF VACANT POSITION/S

as of APR 26 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	PLANNING OFFICER II	CATSCB-PLO2-8-2023	15	₱36,619.00	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) of relevant experience	CS Professional/2nd Level Eligibility		Planning and Development Services

Job Summary: Implement activities in the Planning and Development Services; assist in providing technical support by reviewing statistical data and output on the formulation, review and monitoring of implementation of University's strategic plans, thrusts, priorities.

Job Description/Statement of Duties and Responsibilities:

1. Assist in the preparation of analyzed data, statistics, and performance reports as inputs to the University's long-range and short-range strategic development plans.
2. Provide Technical Assistance to the University by responding to the identified needs in relation to planning and other matters on governance and operations.
3. Assist in the formulation and development of project proposals for fund-sourcing to meet priority developmental needs of the University
4. Prepare reports related to planning as may be required by different government agencies.
5. Provide inputs on the budgetary requirements of the Annual Plan and in the preparation of the Budget Accountability Reports (BAR) together with the Budget Officer.
6. Perform other related functions as may be assigned

Required Competencies:

Core:	Organizational:	Technical:
1. Exemplifying integrity	1. Speaking effectively	1. Research and development planning and delivering
2. Delivering service excellence	2. Writing effectively	2. Formulating and integrating development plans
3. Solving problems and making decisions	3. Championing and applying innovations	3. Statistics
	4. Planning and delivering	
	5. Managing information	
	6. Collaboration and networking	

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than

MAY 08 2023

- | | |
|--|--|
| 1. Application Letter; | 5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable); |
| 2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website); | 6. Certified true copy of Certificates of Trainings/Seminars Attended; |
| 3. Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph ; | 7. Certified true copy of Certificate of Eligibility/Rating/License ID; |
| 4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-graduate); | 8. Certified true copy of Performance Rating in the last two rating periods (if applicable); |
| | 9. Photocopy of Latest Appointment (if applicable); |
| | 10. Other documents relevant to the position applied for. |

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

[Signature]
MA. SIONNE MAY T. CRISPINO
 Administrative Officer V, Human Resource Management Services
 Catanduanes State University
 Virac, Catanduanes

The Catanduanes State University is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment and does not unlawfully discriminate applicant on the account of person's age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law. Physically-challenged applicants may contact the HRM Services for

APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
 LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.



NOTICE OF VACANT POSITION/S

as of APR 26 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	Administrative Officer IV (Budget Officer II)	CATSCB-ADOF4-23-2023	15	₱36,619.00	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	C.S. Professional/ 2nd Level Eligibility		Panganiban Campus (Budget Services)

Job Summary: Supervise the maintenance of registries, collation of budget proposals and preparation of budget financial accountability reports of the Campus.

Job Description/Statement of Duties and Responsibilities

1. Take responsibility of the maintenance of registries of allotments, obligations incurred and disbursements and prepares periodic financial status of funds.
2. Collate budget proposals of various offices/units of the Campus.
3. Keep an official record of various budget documents requiring certification of funds availability and commitments thereof.
4. Comply budget statistics and perform analysis for bench works predictions and other related purposes.
5. Perform other related functions as may be assigned.

Required Competencies:

Core:	Organizational:	Technical	Leadership
1. Exemplifying integrity 2. Delivering service excellence 3. Solving problems and making decisions	1. Speaking effectively 2. Writing effectively 3. Championing and applying innovations 4. Planning and delivering 5. Managing information 6. Collaboration and networking	1. Budget Management	1. Thinking strategically and creatively 2. Leading change 3. collaborative, inclusive working relationship 4. Managing performance and coaching for result 5. Creating nurturing high performing organization

MAY 08 2023

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than

- | | |
|---|---|
| 1. Application Letter;
2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website);
3. Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph ;
4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-graduate); | 5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable);
6. Certified true copy of Certificates of Trainings/Seminars Attended;
7. Certified true copy of Certificate of Eligibility/Rating/License ID;
8. Certified true copy of Performance Rating in the last two rating periods (if applicable);
9. Photocopy of Latest Appointment (if applicable);
10. Other documents relevant to the position applied for. |
|---|---|

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

MA. SIONNE MAY T. CRISPINO
 Administrative Officer V, Human Resource Management Services
 Catanduanes State University
 Virac, Catanduanes

The Catanduanes State University is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment and does not unlawfully discriminate applicant on the account of person's age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law. Physically-challenged applicants may contact the HRM Services for assistance at +639290041494.

APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
 LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.



NOTICE OF VACANT POSITION/S

as of APR 26 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	Information Officer II	CATSCB-INFO2-18-2023	15	₱36,619.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	C.S. Professional / 2nd Level Eligibility		Corporate Communications and Multi-Media Services

Job Summary

Assist the Information Officer III in the implementation, monitoring and evaluation of agency communication branding and advocacy plans.

Job Description/Statement of Duties and Responsibilities

1. Assist in the writing of content of infographics, video materials, news bits, news feature, news articles for the University's programs and initiatives.
2. Assist in the documenting of institutional activities and writes press releases, statements, feature articles, photo release captions, briefers, text for infographics and other report/articles.
3. Assist in the checking of content of infographics, video materials needed for dissemination or as reference of public, for publicity and transparency.
4. Source photos and other required materials for articles for publication in various platforms.
5. Coordinate with internal and external stakeholders on the preparation of materials for print and e-publications
6. Perform other related functions as may be assigned.

Required Competencies:

Core:	Organizational:	Technical
1. Exemplifying integrity	1. Speaking effectively	1. Multimedia arts & creative design
2. Delivering service excellence	2. Writing effectively	2. Corporate communications
3. Solving problems and making decisions	3. Championing and applying innovations	3. Webpage development
	4. Planning and delivering	4. Information technology management
	5. Managing information	5. Presentation skills
	6. Collaboration and networking	6. Oral communication

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than

MAY 08 2023

1. Application Letter;	5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable);
2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website);	6. Certified true copy of Certificates of Trainings/Seminars Attended;
3. Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph ;	7. Certified true copy of Certificate of Eligibility/Rating/License ID;
4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-graduate);	8. Certified true copy of Performance Rating in the last two rating periods (if applicable);
	9. Photocopy of Latest Appointment (if applicable);
	10. Other documents relevant to the position applied for.

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

MA. SIONNE MAY T. CRISPINO
 Administrative Officer V, Human Resource Management Services
 Catanduanes State University
 Virac, Catanduanes

The Catanduanes State University is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment and does not unlawfully discriminate applicant on the account of person's age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law. Physically-challenged applicants may contact the HRM Services for assistance at +639290041494.

**APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
 LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.**



NOTICE OF VACANT POSITION/S

as of APR 26 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	Project Development Officer II	CATSCB-PDO2-5-2023	15	₱36,619.00	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	C.S. Professional / 2nd Level Eligibility		Project Management Office

Preference: Civil Engineer

Job Summary

Assist in the conduct of research, technical, and analytical work in terms of identifying key issues relative to ongoing infrastructure projects and activities of the University.

Job Description/Statement of Duties and Responsibilities

1. Assist in the conduct of review, evaluation, and monitoring of ongoing infrastructure projects and activities of the University.
2. Assist in the establishment of strategies and/or solutions to improve the efficiency and effectiveness of the different projects by identifying bottlenecks in completing said activities and by developing plans to minimize or eliminate such bottlenecks.
3. Assist in providing monitoring and technical assistance to University officials relative to the project implementation and capacity building activities.
4. Assist in the preparation of various technical reports as required by University officials and by other government agencies.
5. Monitor progress, timetable, and milestones of different infrastructure projects.
6. Perform other related functions as may be assigned.

Required Competencies:

Core:	Organizational:	Technical:
1. Exemplifying integrity	1. Speaking effectively	1. Program/project delivery & administration
2. Delivering service excellence	2. Writing effectively	2. Program/project design & development
3. Solving problems and making decisions	3. Championing and applying innovations	3. Facilities management
	4. Planning and delivering	4. Environmental project/ program implementation
	5. Managing information	
	6. Collaboration and networking	

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than

MAY 08 2023

- | | |
|---|--|
| 1. Application Letter; | 5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable); |
| 2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website); | 6. Certified true copy of Certificates of Trainings/Seminars Attended; |
| 3. Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph; | 7. Certified true copy of Certificate of Eligibility/Rating/License ID; |
| 4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-graduate); | 8. Certified true copy of Performance Rating in the last two rating periods (if applicable); |
| | 9. Photocopy of Latest Appointment (if applicable); |
| | 10. Other documents relevant to the position applied for. |

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

MA. SIONNE MAY T. CRISPINO
 Administrative Officer V, Human Resource Management Services
 Catanduanes State University
 Virac, Catanduanes

The Catanduanes State University is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment and does not unlawfully discriminate applicant on the account of person's age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law. Physically-challenged applicants may contact the HRM Services for assistance at +639290041494.

APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
 LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.



NOTICE OF VACANT POSITIONS
 as of APR 26 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	Internal Auditor II	CATSCB-IAUD2-12-2023	15	₱36,619.00	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	C.S. Professional / 2nd Level Eligibility		Internal Audit Services

Job Summary

Assist the Internal Auditor III in the conduct of management and operations audits of University functions, programs, projects, and activities.

Job Description/Statement of Duties and Responsibilities

1. Perform management & operations audit work.
2. Assist in the drafting of audit plans, programs, reports, communication & other documents.
3. Conduct researches to obtain background information on the activities to be audited.
4. Prepare audit observation sheets & gather important documents to support observation.
5. Draft reports on the result of audit completed & discuss it with auditees before the draft of the report is finalized.
6. Make appropriate recommendations based on audit results & follow-up to determine if audit recommendations have been followed.
7. Encode & review consolidated audit reports for further consideration.
8. Perform other related functions as may be assigned.

Required Competencies:

Core:

1. Exemplifying integrity
2. Delivering service excellence
3. Solving problems and making decisions

Organizational:

1. Speaking effectively
2. Writing effectively
3. Championing and applying innovations
4. Planning and delivering
5. Managing information
6. Collaboration and networking

Technical

1. Management & operations performance audit

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than

MAY 08 2023

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Application Letter; 2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website); 3. Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph; 4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-graduate); | <ol style="list-style-type: none"> 5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable); 6. Certified true copy of Certificates of Trainings/Seminars Attended; 7. Certified true copy of Certificate of Eligibility/Rating/License ID; 8. Certified true copy of Performance Rating in the last two rating periods (if applicable); 9. Photocopy of Latest Appointment (if applicable); 10. Other documents relevant to the position applied for. |
|--|---|

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

MA. SIONNE MAY T. CRISPINO

Administrative Officer V, Human Resource Management Services
 Catanduanes State University
 Virac, Catanduanes

The Catanduanes State University is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment and does not unlawfully discriminate applicant on the account of person's age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law. Physically-challenged applicants may contact the HRM Services for assistance at +639290041494.

APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.



NOTICE OF VACANT POSITION/S

as of APR 26 2023

No.	Position Title	Plantilla Item No.	Salary/Job/Pay	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	Administrative Officer III	CATSCB-ADOF3-24-2023	14	₱33,843.00	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	CS Professional/2nd Level Eligibility		Buildings and Grounds Services

Job Summary: Assist in the implementation of programs, projects and activities related to the physical plant and facilities of the University.

Job Description/Statement of Duties and Responsibilities:

1. Assist the Immediate Head, Buildings and Grounds Services in the implementation of programs, projects and activities related to building, grounds, equipment, furniture repair, communication, transportation, janitorial, messengerial and security; monitors consumption of gasoline for office vehicles and construction materials used for repairs and maintenance projects.
2. Assist in the inspection and supervision of construction projects undertaken by the administration.
3. Assist in the review of requests made by colleges and other units relative to the functions of the office prior to Immediate Head's approval.
4. Coordinate with the colleges and other units of any potential issues or changes in their request for repair and other works.
5. Perform other related functions as may be assigned.

Required Competencies:

Core:	Organizational:	Technical:
1. Exemplifying integrity	1. Speaking effectively	1. Computer Skills
2. Delivering service excellence	2. Writing effectively	2. Facilities Management
3. Solving problems and making decisions	3. Championing and applying innovations	3. Landscape installation and maintenance
	4. Planning and delivering	
	5. Managing information	
	6. Collaboration and networking	

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than

MAY 08 2023

- | | |
|--|--|
| 1. Application Letter; | 5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable); |
| 2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website); | 6. Certified true copy of Certificates of Trainings/Seminars Attended; |
| 3. Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph ; | 7. Certified true copy of Certificate of Eligibility/Rating/License ID; |
| 4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-graduate); | 8. Certified true copy of Performance Rating in the last two rating periods (if applicable); |
| | 9. Photocopy of Latest Appointment (if applicable); |
| | 10. Other documents relevant to the position applied for. |

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

MA. SIONNE/MAY T. CRISPINO
 Administrative Officer V, Human Resource Management Services
 Catanduanes State University
 Virac, Catanduanes

The Catanduanes State University is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment and does not unlawfully discriminate applicant on the account of person's age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law. Physically-challenged applicants may contact the HRM Services for assistance at +639290041494.

APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
 LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.



NOTICE OF VACANT POSITION/S

as of APR 26 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	Administrative Officer III	CATSCB-ADOF3-25-2023	14	₱33,843.00	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	C.S. Professional/ 2nd Level Eligibility		Panganiban Campus (Procurement Services)

Job Summary: Assist in the formulation of plans and policies on procurement management of University; provide technical assistance and recommendations to the BAC in the procurement of goods and services

Job Description/Statement of Duties and Responsibilities

1. Implement plans, programs, policies, guidelines and procedures pertaining to procurement of materials, supplies, equipment, spare parts and contract services, and monitor implementation.
2. Review for accuracy and completeness all documents pertaining to procurement transactions of the Campus.
3. Supervise the canvassing of supplies and materials, goods and services required for University operation.
4. Supervise the dealing with external providers to ensure prompt delivery of goods and services and its compliance with University specifications and requirements.
5. Perform other related functions as may be assigned.

Required Competencies:

Core: 1. Exemplifying integrity 2. Delivering service excellence 3. Solving problems and making decisions	Organizational: 1. Speaking effectively 2. Writing effectively 3. Championing and applying innovations 4. Planning and delivering 5. Managing information 6. Collaboration and networking	Technical 1. Procurement Management	Leadership 1. Thinking strategically and creatively 2. Leading change 3. collaborative, inclusive working relationship 4. Managing performance and coaching for result 5. Creating nurturing high performing organization
---	--	---	---

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than

MAY 08 2023

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Application Letter; 2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website); 3. Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph; 4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-graduate); | <ol style="list-style-type: none"> 5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable); 6. Certified true copy of Certificates of Trainings/Seminars Attended; 7. Certified true copy of Certificate of Eligibility/Rating/License ID; 8. Certified true copy of Performance Rating in the last two rating periods (if applicable); 9. Photocopy of Latest Appointment (if applicable); 10. Other documents relevant to the position applied for. |
|--|---|

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

MA. SIONNE MAY V. CRISPINO
 Administrative Officer V, Human Resource Management Services
 Catanduanes State University
 Virac, Catanduanes

The Catanduanes State University is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment and does not unlawfully discriminate applicant on the account of person's age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law. Physically-challenged applicants may contact the HRM Services for assistance at +639290041494.

**APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
 LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.**



NOTICE OF VACANT POSITION/S

as of APR 26 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	Administrative Officer III (Supply Officer II) ✓	CATSCB-ADOF3-26-2023 ✓	14 ✓	₱33,843.00 ✓	Bachelor's Degree relevant to the job ✓	Four (4) hours of relevant training ✓	One (1) year of relevant experience ✓	CS Professional/2nd Level Eligibility ✓		Supply Services ✓

Job Summary: Perform phases of supply and property management functions such as procurement, inspection, inventory, acceptance, issuance, utilization, maintenance, records, reports, disposal, and payment.

Job Description/Statement of Duties and Responsibilities:

1. Assist in the planning of programs, procurement of supplies and equipment, repair and maintenance of equipment and implement rules and regulations relating to procurement, payment, storage, issuance, etc.
2. Coordinate personnel assigned to canvass and procure, issue supplies, materials and equipment and see to it that appropriate documents relative thereto are properly accomplished
3. Prepare and review purchase orders and vouchers for payment and supervise rendition of reports of delivery.
4. Conduct periodic inventory of materials, supplies, equipment, render reports of losses and imperishable goods and equipment and manage disposal thereof.
5. Perform other related functions as may be assigned.

Required Competencies:

- | | | |
|--|---|-------------------------------------|
| Core: | Organizational: | Technical |
| 1. Exemplifying integrity | 1. Speaking effectively | ✓ 1. Supply and property management |
| 2. Delivering service excellence | 2. Writing effectively | |
| 3. Solving problems and making decisions | 3. Championing and applying innovations | |
| | 4. Planning and delivering | |
| | 5. Managing information | |
| | 6. Collaboration and networking | |

MAY 08 2023

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than

1. Application Letter;
2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website);
3. Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph;
4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-graduate);

5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable);
6. Certified true copy of Certificates of Trainings/Seminars Attended;
7. Certified true copy of Certificate of Eligibility/Rating/License ID;
8. Certified true copy of Performance Rating in the last two rating periods (if applicable);
9. Photocopy of Latest Appointment (if applicable);
10. Other documents relevant to the position applied for.

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

MA. SIONNE MAY T. CRISPINO
 Administrative Officer V, Human Resource Management Services
 Catanduanes State University
 Virac, Catanduanes

The Catanduanes State University is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment and does not unlawfully discriminate applicant on the account of person's age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law. Physically-challenged applicants may contact the HRM Services for assistance at +639290041494.

**APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
 LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.**



NOTICE OF VACANT POSITION/S

as of APR 26 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	Administrative Officer III (Records Officer II)	CATSCB-ADOF3-27-2023	14	₱33,843.00	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	CS Professional/2nd Level Eligibility		Records Services

Job Summary: Assist the Records Officer III in planning, development, coordination and control of the University's current operating records and documents of permanent and historical value, its classification, use, maintenance, and disposition

Job Description/Statement of Duties and Responsibilities:

1. Establish and maintain an active continuing program for management preservation and disposition of records using database; assume full responsibility in the custody and safekeeping of official records and documents of the Records Services.
2. Authenticate copies of documents; receive, record, classify and assign all incoming correspondence.
3. Check and classify signed correspondence before they are released for mailing or dissemination.
4. Assist in the preparation of other required reports; training of personnel on records management.
5. Perform other related functions as may be assigned.

Required Competencies:

Core:	Organizational:	Technical:
1. Exemplifying integrity	1. Speaking effectively	1. Records management
2. Delivering service excellence	2. Writing effectively	2. Front office service
3. Solving problems and making decisions	3. Championing and applying innovations	
	4. Planning and delivering	
	5. Managing information	
	6. Collaboration and networking	

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than

MAY 08 2023

- | | |
|--|--|
| 1. Application Letter; | 5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable); |
| 2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website); | 6. Certified true copy of Certificates of Trainings/Seminars Attended; |
| 3. Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph ; | 7. Certified true copy of Certificate of Eligibility/Rating/License ID; |
| 4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-graduate); | 8. Certified true copy of Performance Rating in the last two rating periods (if applicable); |
| | 9. Photocopy of Latest Appointment (if applicable); |
| | 10. Other documents relevant to the position applied for. |

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

MA. SIONNE MAY T. CRISPINO
 Administrative Officer V, Human Resource Management Services
 Catanduanes State University
 Virac, Catanduanes

The Catanduanes State University is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment and does not unlawfully discriminate applicant on the account of person's age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law. Physically-challenged applicants may contact the HRM Services for assistance at +639290041494.

APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
 LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.



NOTICE OF VACANT POSITION/S

as of APR 26 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	ADMINISTRATIVE OFFICER III ✓	CATSCB-ADOF3-28-2023 ✓	14 ✓	₱33,843.00 ✓	Bachelor's Degree relevant to the job ✓	Four (4) hours of relevant training ✓	One (1) of relevant experience ✓	CS Professional/2nd Level Eligibility ✓		Procurement Services ✓

Job Summary: Assist in the formulation of plans and policies on procurement management of the University; provide technical assistance and recommendations to the BAC in the procurement of goods and services

Job Description/Statement of Duties and Responsibilities:

1. Assist in the implementation of plans, programs, policies, guidelines and procedures pertaining to procurement of materials, supplies, equipment, spare parts and contract services, and monitor implementation.
2. Review for accuracy and completeness of all documents pertaining to procurement transactions of the University prior to submission to the AO V.
3. Assist in the supervision of the canvassing of supplies and materials, goods and services required for University operation.
4. Supervise the dealing with external providers to ensure prompt delivery of goods and services and its compliance with University specifications and requirements.
5. Perform other related functions as may be assigned.

Required Competencies:

Core:	Organizational:	Technical:
1. Exemplifying integrity	1. Speaking effectively	1. Procurement management
2. Delivering service excellence	2. Writing effectively	
3. Solving problems and making decisions	3. Championing and applying innovations	
	4. Planning and delivering	
	5. Managing information	
	6. Collaboration and networking	

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than

MAY 08 2023

- | | |
|--|--|
| 1. Application Letter; | 5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable); |
| 2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website); | 6. Certified true copy of Certificates of Trainings/Seminars Attended; |
| 3. Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph ; | 7. Certified true copy of Certificate of Eligibility/Rating/License ID; |
| 4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-graduate); | 8. Certified true copy of Performance Rating in the last two rating periods (if applicable); |
| | 9. Photocopy of Latest Appointment (if applicable); |
| | 10. Other documents relevant to the position applied for. |

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

MA. SIONNE MAY T. CRISPINO
 Administrative Officer V, Human Resource Management Services
 Catanduanes State University
 Virac, Catanduanes

The Catanduanes State University is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment and does not unlawfully discriminate applicant on the account of person's age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law. Physically-challenged applicants may contact the HRM Services for assistance at +639290041494.

**APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
 LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.**



NOTICE OF VACANT POSITION/S

as of APR 26 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	Administrative Officer III (Cashier II)	CATSCB-ADOF3-29-2023	14	₱33,843.00	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	C.S. Professional/ 2nd Level Eligibility		Panganiban Campus (Cashiering Services)

Job Summary: Perform technical and administrative functions relative to cashiering services - manage, control and conduct cash collections, disbursements and other cashiering functions

Job Description/Statement of Duties and Responsibilities

1. Supervise account and is responsible for the receipt, custody and disbursement of funds.
2. Sign, endorse and approve the cashing and acceptance of commercial checks.
3. Distribute to disbursing officers funds or cash advances for the payment of salaries and other expenses.
4. Review all correspondence and reports of collections and disbursements.
5. Supervise or participate in the posting of receipts and disbursements.
6. Supervise the issuance of internal revenue stamps and other accountable forms.
7. Perform other related functions as may be assigned.

Regulated Competencies:

Core:	Organizational:	Technical	Leadership
1. Exemplifying integrity	1. Speaking effectively	1. Computer Skills	1. Thinking strategically and creatively
2. Delivering service excellence	2. Writing effectively	2. Frontline Office Services	2. Leading change
3. Solving problems and making decisions	3. Championing and applying innovations	3. Cash Management	3. collaborative, inclusive working relationship
	4. Planning and delivering		4. Managing performance and coaching for result
	5. Managing information		5. Creating nurturing high performing organization
	6. Collaboration and networking		

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than MAY 08 2023.

1. Application Letter;	5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable);
2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website);	6. Certified true copy of Certificates of Trainings/Seminars Attended;
3. Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph;	7. Certified true copy of Certificate of Eligibility/Rating/License ID;
4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-graduate);	8. Certified true copy of Performance Rating in the last two rating periods (if applicable);
	9. Photocopy of Latest Appointment (if applicable);
	10. Other documents relevant to the position applied for.

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

MA. SIONNE MAY T. CRISPINO
 Administrative Officer V, Human Resource Management Services
 Catanduanes State University
 Virac, Catanduanes

The Catanduanes State University is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment and does not unlawfully discriminate applicant on the account of person's age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law. Physically-challenged applicants may contact the HRM Services for assistance at +639290041494.

**APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
 LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.**



NOTICE OF VACANT POSITION/S

as of APR 26 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	Board Secretary I	CATSCB-BS1-21-2023	14	₱33,843.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	C.S. Professional / 2nd Level Eligibility		University and Board Secretarial Services

Job Summary

Provide technical and administrative assistance to the Board Secretary V and SUC President in the formulation and implementation of policies, rules and regulations approved by the Board of Regents, Academic and Administrative Councils.

Job Description/Statement of Duties and Responsibilities

1. Prepare agenda of meetings, minutes of meetings of the Academic Council, Administrative Council, Management Committee meetings as well as provide reference materials that support the agenda of the meetings.
2. Keep records and minutes of the proceedings of the Board of Regents and other pertinent records of the University.
3. Prepare office memoranda, office orders, and official correspondence for other government agencies and private organizations.
4. Disseminate the approved resolutions passed by the Board to the officials and parties concerned for implementation.
5. Liaise with the officials of the University.
6. Perform other related functions as may be assigned.

Required Competencies:

Core:	Organizational:	Technical
1. Exemplifying integrity	1. Speaking effectively	1. Records management
2. Delivering service excellence	2. Writing effectively	2. Computer skills
3. Solving problems and making decisions	3. Championing and applying innovations	
	4. Planning and delivering	
	5. Managing information	
	6. Collaboration and networking	

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than

MAY 08 2023

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Application Letter; 2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website); 3. Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph; 4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-graduate); | <ol style="list-style-type: none"> 5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable); 6. Certified true copy of Certificates of Trainings/Seminars Attended; 7. Certified true copy of Certificate of Eligibility/Rating/License ID; 8. Certified true copy of Performance Rating in the last two rating periods (if applicable); 9. Photocopy of Latest Appointment (if applicable); 10. Other documents relevant to the position applied for. |
|--|---|

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

MA. SIONNE MAY T. CRISPINO
 Administrative Officer V, Human Resource Management Services
 Catanduanes State University
 Virac, Catanduanes

The Catanduanes State University is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment and does not unlawfully discriminate applicant on the account of person's age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law. Physically-challenged applicants may contact the HRM Services for assistance at +639290041494.

**APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
 LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.**



NOTICE OF VACANT POSITION/S

as of APR 26 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	Legal Assistant III	CATSCB-LEA3-10-2023	14	₱33,843.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	Eight (8) hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	One (1) year experience in legal work such as preparation of pleadings, legal opinions and memoranda or legal research	C.S. Professional / 2nd Level Eligibility		Legal Services

Job Summary

Assist the Attorney IV in providing effective and efficient in-house general legal services, management and disposition of cases

Job Description/Statement of Duties and Responsibilities

1. Prepare reports on the status of cases within the target date; assist in drafting documents such as contracts, pleadings, briefs, notices, memoranda, circular, correspondence, orders, warrants & other legal forms within the period prescribed by the rules.
2. Check documents or papers for completeness & correctness on the target date; act on all routinary legal office matters within target date.
3. Prepare routinary communications, tracer letters or inquiry on delinquent papers or alleged violators of law preparatory to the institution for proper legal action within the period prescribed by the rules.
4. Prepare administrative clearances for signature of the Atty. IV within the time prescribed by the rules; evaluate articles of incorporation & petition for correction of school records.
5. Transcribe audio files into text; schedule/calendar Legal Services' activities such as training & workshops, meetings/appointments with their offices and with staff.
6. Perform other related functions as may be assigned.

Required Competencies:

Core:	Organizational:	Technical
1. Exemplifying integrity	1. Speaking effectively	1. Computer skills
2. Delivering service excellence	2. Writing effectively	2. Legal Management
3. Solving problems and making decisions	3. Championing and applying innovations	
	4. Planning and delivering	
	5. Managing information	
	6. Collaboration and networking	

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than

MAY 08 2023

1. Application Letter;	5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable);
2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website);	6. Certified true copy of Certificates of Trainings/Seminars Attended;
3. Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph ;	7. Certified true copy of Certificate of Eligibility/Rating/License ID;
4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-graduate);	8. Certified true copy of Performance Rating in the last two rating periods (if applicable);
	9. Photocopy of Latest Appointment (if applicable);
	10. Other documents relevant to the position applied for.

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

MA. SIONNE MAY T. CRISPINO
 Administrative Officer V, Human Resource Management Services
 Catanduanes State University
 Virac, Catanduanes

The Catanduanes State University is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment and does not unlawfully discriminate applicant on the account of person's age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law. Physically-challenged applicants may contact the HRM Services for assistance at +639290041494.

**APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
 LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.**



NOTICE OF VACANT POSITION/S

as of APR 26 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Information Systems Analyst I	CATSCB-INFOSA1-16-2023	12	₱29,165.00	Bachelor's Degree relevant to the job	None required	None required	C.S. Professional / 2nd Level Eligibility	Information Technology Services

Job Summary

Support the IT Officers in system and network administration and maintenance.

Job Description/Statement of Duties and Responsibilities

1. Assist in doing research, analysis, design, and development of information systems to meet the needs of the University and that will integrate with existing future systems.
2. Assist in the configurations, management, and improvements of network, IT systems, and web and mobile applications.
3. Assist in the development of plans, programs, projects, policies, procedures, and standards related in Information Systems.
4. Assist in the consultation with users to identify current operating procedures, problems and requirements in order to design models and utilize analysis and solution development methods, including process, maps, flow charts, and diagrams in developing information systems.
5. Assist in creating documentation for installation, maintenance, and operating procedures of information systems.
6. Provide technical assistance related to information systems.
7. Perform other related functions as may be assigned.

Required Competencies:

- | | | |
|--|---|----------------------------------|
| Core: | Organizational: | Technical |
| 1. Exemplifying integrity | 1. Speaking effectively | 1. Information System Management |
| 2. Delivering service excellence | 2. Writing effectively | |
| 3. Solving problems and making decisions | 3. Championing and applying innovations | |
| | 4. Planning and delivering | |
| | 5. Managing information | |
| | 6. Collaboration and networking | |

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than **MAY 08 2023**

- | | |
|--|--|
| 1. Application Letter; | 5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable); |
| 2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website); | 6. Certified true copy of Certificates of Trainings/Seminars Attended; |
| 3. Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph ; | 7. Certified true copy of Certificate of Eligibility/Rating/License ID; |
| 4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-graduate); | 8. Certified true copy of Performance Rating in the last two rating periods (if applicable); |
| | 9. Photocopy of Latest Appointment (if applicable); |
| | 10. Other documents relevant to the position applied for. |

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

MA. SIONNE MAY T. CRISPINO
Administrative Officer V, Human Resource Management Services
Catanduanes State University
Virac, Catanduanes

The Catanduanes State University is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment and does not unlawfully discriminate applicant on the account of person's age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law. Physically-challenged applicants may contact the HRM Services for assistance at +639290041494.

**APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.**



NOTICE OF VACANT POSITION/S

as of APR 26 2023

No.	Position Title	Plantilla Item No.	Salary/Job/Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Others
1	Legal Assistant II	CATSCB-LEA2-11-2023	12	₱29,165.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	Four (4) hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None required	C.S. Professional / 2nd Level Eligibility		Legal Services

Job Summary

Assist the Attorney IV in providing effective and efficient in-house general legal services, management and disposition of cases

Job Description/Statement of Duties and Responsibilities

1. Assist in preparing reports on the status of cases within target date; drafting documents such as contracts, pleadings, briefs, notices, memoranda, circular, correspondence, orders, warrants & other legal forms within the period prescribed by the rules.
2. Check documents or papers for completeness & correctness on target date; act on routine legal office matters within target date.
3. Prepare routine communication tracer letters or inquiry on delinquent papers or alleged violators of law preparatory to the institution for proper legal action within the period prescribed by the rules.
4. Prepare administrative clearances for signature of the Atty. IV within the time prescribed by the rules.
5. Transcribe audio files into text; schedule calendar of Legal Services activities such as training & workshops, meetings/appointments with other offices & with staff.
6. Perform other related functions as may be assigned.

Required Competencies:

Core:

1. Exemplifying integrity
2. Delivering service excellence
3. Solving problems and making decisions

Organizational:

1. Speaking effectively
2. Writing effectively
3. Championing and applying innovations
4. Planning and delivering
5. Managing information
6. Collaboration and networking

Technical

1. Computer skills
2. Legal Management

MAY 08 2023

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than

1. Application Letter;
2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website);
3. Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph;
4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-graduate);
5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable);
6. Certified true copy of Certificates of Trainings/Seminars Attended;
7. Certified true copy of Certificate of Eligibility/Rating/License ID;
8. Certified true copy of Performance Rating in the last two rating periods (if applicable);
9. Photocopy of Latest Appointment (if applicable);
10. Other documents relevant to the position applied for.

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

MA. SIONNE MAY T. CRISPINO

Administrative Officer V, Human Resource Management Services
 Catanduanes State University
 Virac, Catanduanes

The Catanduanes State University is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment and does not unlawfully discriminate applicant on the account of person's age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law. Physically-challenged applicants may contact the HRM Services for assistance at +639290041494.

**APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
 LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.**



NOTICE OF VACANT POSITION/S

as of APR 26 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Others
1	Administrative Officer II	CATSCB-ADOF2-1-2023	11	₱27,000.00	Bachelor's Degree relevant to the job	None required	None required	CS Professional/2nd Level Eligibility		Quality Assurance Services

Job Summary: Assist in the University's accreditation, assessment, and certification efforts toward global competitiveness.

Job Description/Statement of Duties and Responsibilities:

1. Assist in the accreditation, assessment, and certification processes, AACUP, ISA, ISO and other international certification networks both for the institutional and academic program accreditation in coordination with the concerned Colleges, Centers, Offices, and Units in the University.
2. Assist the units regarding the attainment of their performance metrics to gain a deeper insight into areas of success and difficulties and where appropriate, aid in identifying challenges and possible solutions.
3. Help keep abreast of developments in data quality analysis, local and international accreditation trends, standards and requirements.
4. Collaborate with units in determining possible root causes, which contributed to the non-achievement or compliance of any area.
5. Perform other related functions as may be assigned.

Required Competencies:

- | | | |
|---|--|--|
| <p>Core:</p> <ol style="list-style-type: none"> 1. Exemplifying integrity 2. Delivering service excellence 3. Solving problems and making decisions | <p>Organizational:</p> <ol style="list-style-type: none"> 1. Speaking effectively 2. Writing effectively 3. Championing and applying innovations 4. Planning and delivering 5. Managing information 6. Collaboration and networking | <p>Technical:</p> <ol style="list-style-type: none"> 1. ISO Awareness 2. Computer skills 3. Quality Assurance Management |
|---|--|--|

MAY 08 2023

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Application Letter; 2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website); 3. Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph; 4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-graduate); | <ol style="list-style-type: none"> 5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable); 6. Certified true copy of Certificates of Trainings/Seminars Attended; 7. Certified true copy of Certificate of Eligibility/Rating/License ID; 8. Certified true copy of Performance Rating in the last two rating periods (if applicable); 9. Photocopy of Latest Appointment (if applicable); 10. Other documents relevant to the position applied for. |
|--|---|

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

MA. SIONNE MAY T. CRISPINO
 Administrative Officer V, Human Resource Management Services
 Catanduanes State University
 Virac, Catanduanes

The Catanduanes State University is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment and does not unlawfully discriminate applicant on the account of person's age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law. Physically-challenged applicants may contact the HRM Services for assistance at +639290041494.

**APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
 LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.**



NOTICE OF VACANT POSITION/S

as of APR 26 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	Administrative Officer II	CATSCB-ADOF2-2-2023	11	₱27,000.00	Bachelor's Degree relevant to the job	None required	None required	C.S. Professional/ 2nd Level Eligibility		Accounting Services

Job Summary: Provide administrative support in the planning, implementation, monitoring, and control of all activities leading to the preparation of financial statements of the University to ensure efficient operation of the Accounting Services

Job Description/Statement of Duties and Responsibilities

1. Assist in the in the planning, implementation and carrying out plans, programs and monitoring of the Accounting Services.
2. Assist in the coordination and reporting requirements with the GSIS, BIR, COA and other agencies as necessary.
3. Assist in the preparation and submission of reports as may be needed by officials of the University and other concerned agencies.
4. Provide assistance in the review vouchers, warrants, checks, payrolls, journals, bills, financial statements and other reports.
5. Perform other related functions as may be assigned.

Required Competencies:

Core:	Organizational:	Technical
1. Exemplifying integrity	1. Speaking effectively	1. Accounting Management
2. Delivering service excellence	2. Writing effectively	
3. Solving problems and making decisions	3. Championing and applying innovations	
	4. Planning and delivering	
	5. Managing information	
	6. Collaboration and networking	

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than

MAY 08 2023

1. Application Letter;	5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable);
2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website);	6. Certified true copy of Certificates of Trainings/Seminars Attended;
3. Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph ;	7. Certified true copy of Certificate of Eligibility/Rating/License ID;
4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-graduate);	8. Certified true copy of Performance Rating in the last two rating periods (if applicable);
	9. Photocopy of Latest Appointment (if applicable);
	10. Other documents relevant to the position applied for.

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

MA. BIONNE MAY T. CRISPINO
 Administrative Officer V, Human Resource Management Services
 Catanduanes State University
 Virac, Catanduanes

The Catanduanes State University is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment and does not unlawfully discriminate applicant on the account of person's age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law. Physically-challenged applicants may contact the HRM Services for assistance at +639290041494.

APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
 LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.



NOTICE OF VACANT POSITION/S

as of APR 26 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	Administrative Officer II (HRM Officer I)	CATSCB-ADOF2-3-2023	11	₱27,000.00	Bachelor's Degree relevant to the job	None required	None required	CS Professional/2nd Level Eligibility		Panganiban Campus (HRM Services)

Job Summary: Preparation and administration of various Human Resource Management and Development (HRMD) functions i.e. Recruitment, Selection and Placement; Learning and Development; Employee Welfare, Compensation & Benefits, Awards and Incentives, Performance Management, Retirement

Job Description/Statement of Duties and Responsibilities

1. Perform various HR functions where actions are governed by established policies and require no legal interpretation of decisions - receive, encode, record, file, process and release documents after personnel action (application for employment, leaves, queries and documents pertaining to personnel actions, routine requests of employees)
2. Keep a complete and updated personnel records of all officials and employees; maintain and update record of employees in the HRIS/PSIPOP; keep records of all issuances on salary schedules and other employee benefits, etc
3. Provide secretariat to various HRMD committees concerning employees; draft/prepare memoranda, orders, bulletins, responses on queries in HRMD matters; assist in planning and implementation of L&D and training programs and interventions etc.; conduct competency assessment; compute salary adjustments based on new salary schedule mandates by government and service incentives for qualified employees for NOSI, NOSA;
4. Assist in the preparation of personnel reports and forms required by concerned government agencies.
5. Perform other related functions as may be assigned.

Required Competencies:

Core:	Organizational:	Technical
1. Exemplifying integrity	1. Speaking effectively	1. Records Management
2. Delivering service excellence	2. Writing effectively	2. Computer Skills
3. Solving problems and making decisions	3. Championing and applying innovations	3. Frontline Office Services
	4. Planning and delivering	4. Recruitment, Selection, Placement
	5. Managing information	5. Rewards and Recognition
	6. Collaboration and networking	6. Learning and Development Planning, Facilitation, Measurement Evaluation

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than MAY 08 2023

- | | |
|--|--|
| 1. Application Letter; | 5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable); |
| 2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website); | 6. Certified true copy of Certificates of Trainings/Seminars Attended; |
| 3. Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph ; | 7. Certified true copy of Certificate of Eligibility/Rating/License ID; |
| 4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-graduate); | 8. Certified true copy of Performance Rating in the last two rating periods (if applicable); |
| | 9. Photocopy of Latest Appointment (if applicable); |
| | 10. Other documents relevant to the position applied for. |

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

MA. SIONNE MAY T. CRISPINO
 Administrative Officer V, Human Resource Management Services
 Catanduanes State University
 Virac, Catanduanes

The Catanduanes State University is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment and does not unlawfully discriminate applicant on the account of person's age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law. Physically-challenged applicants may contact the HRM Services for assistance at +639290041494.

**APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
 LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.**



NOTICE OF VACANT POSITION/S

as of APR 26 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	Project Development Officer I	CATSCB-PDO1-6-2023	11	₱27,000.00	Bachelor's Degree relevant to the job	None required	None required	C.S. Professional / 2nd Level Eligibility		Project Management Office

Preference: Civil Engineer

Job Summary

Assist in the conduct of research, technical, and analytical work in terms of identifying key issues relative to ongoing infrastructure projects and activities of the University.

Job Description/Statement of Duties and Responsibilities

1. Assist in the conduct of review, evaluation, and monitoring of ongoing infrastructure projects and activities of the University.
2. Assist in the establishment of strategies and/or solutions to improve the efficiency and effectiveness of the different projects by identifying bottlenecks in completing said activities and by developing plans to minimize or eliminate such bottlenecks.
3. Assist in the preparation of various technical reports as required by University officials and by other government agencies.
4. Assist in the monitoring of progress, timetable, and milestones of different infrastructure projects.
5. Document proceedings of meetings and other related activities.
6. Perform other related functions as may be assigned.

Required Competencies:

Core:	Organizational:	Technical
1. Exemplifying integrity	1. Speaking effectively	1. Program/project delivery & administration
2. Delivering service excellence	2. Writing effectively	2. Facilities management
3. Solving problems and making decisions	3. Championing and applying innovations	3. Environmental project/program implementation
	4. Planning and delivering	
	5. Managing information	
	6. Collaboration and networking	

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than

MAY 08 2023

- | | |
|--|--|
| 1. Application Letter; | 5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable); |
| 2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website); | 6. Certified true copy of Certificates of Trainings/Seminars Attended; |
| 3. Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph ; | 7. Certified true copy of Certificate of Eligibility/Rating/License ID; |
| 4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-graduate); | 8. Certified true copy of Performance Rating in the last two rating periods (if applicable); |
| | 9. Photocopy of Latest Appointment (if applicable); |
| | 10. Other documents relevant to the position applied for. |

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

MA. SIONNE MAY T. CRISPINO
 Administrative Officer V, Human Resource Management Services
 Catanduanes State University
 Virac, Catanduanes

The Catanduanes State University is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment and does not unlawfully discriminate applicant on the account of person's age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law. Physically-challenged applicants may contact the HRM Services for assistance at +639290041494.

**APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
 LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.**



NOTICE OF VACANT POSITION/S

as of APR 26 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	Internal Auditor I	CATSCB-IAUD1-13-2023	11	₱27,000.00	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	C.S. Professional / 2nd Level Eligibility		Internal Audit Services

Job Summary

Assist the Internal Auditors in the conduct of management and operations audits of University functions, programs, projects, and activities.

Job Description/Statement of Duties and Responsibilities

1. Assist in the drafting of audit plans, programs, reports, communication & other documents.
2. Perform management and operations audit work.
3. Conduct researches to obtain background information on the activities to be audited.
4. Prepare audit observation sheets & gather important documents to support observation.
5. Assist in the drafting of report on the results of audit completed and discussing it with the auditees before the draft of the report is finalized.
6. Assist in the follow-up to determine if audit recommendations have been followed.
7. Encode or review consolidated audit reports for further consideration.
8. Perform other related functions as may be assigned.

Required Competencies:

Core:	Organizational:	Technical
1. Exemplifying integrity	1. Speaking effectively	1. Management & operations performance audit
2. Delivering service excellence	2. Writing effectively	
3. Solving problems and making decisions	3. Championing and applying innovations	
	4. Planning and delivering	
	5. Managing information	
	6. Collaboration and networking	

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than

MAY 08 2023

- | | |
|--|--|
| 1. Application Letter; | 5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable); |
| 2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website); | 6. Certified true copy of Certificates of Trainings/Seminars Attended; |
| 3. Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph ; | 7. Certified true copy of Certificate of Eligibility/Rating/License ID; |
| 4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-graduate); | 8. Certified true copy of Performance Rating in the last two rating periods (if applicable); |
| | 9. Photocopy of Latest Appointment (if applicable); |
| | 10. Other documents relevant to the position applied for. |

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

MA. SIONNE MAY Y. CRISPINO
 Administrative Officer V, Human Resource Management Services
 Catanduanes State University
 Virac, Catanduanes

The Catanduanes State University is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment and does not unlawfully discriminate applicant on the account of person's age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law. Physically-challenged applicants may contact the HRM Services for assistance at +639290041494.

**APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
 LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.**



NOTICE OF VACANT POSITION/S

as of APR 26 2023

No.	Position Title	Plantilla Item No.	Salary/Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	Information Officer I	CATSCB-INFO1-19-2023	11	₱27,000.00	Bachelor's Degree	None required	None required	C.S. Professional / 2nd Level Eligibility		Corporate Communications and Multi-Media Services

Job Summary

Assist the Information Officers in the implementation, monitoring and evaluation of agency communication branding and advocacy plans.

Job Description/Statement of Duties and Responsibilities

1. Assist in the writing of content of infographics, video materials, news bits, news feature, news articles for the University's programs and initiatives.
2. Assist in the documenting of institutional activities and writes press releases, statements, feature articles, photo release captions, briefers, text for infographics and other report/articles.
3. Prepare content for infographics, video materials needed for dissemination or as reference of public, for publicity and transparency.
4. Assist in the sourcing of photos and other required materials for articles for publication in various platforms.
5. Assist in the coordination with internal and external stakeholders on the preparation of materials for print and e-publications.
6. Perform other related functions as may be assigned.

Required Competencies:

- | | | |
|--|---|--------------------------------------|
| Core: | Organizational: | Technical: |
| 1. Exemplifying integrity | 1. Speaking effectively | 1. Multimedia arts & creative design |
| 2. Delivering service excellence | 2. Writing effectively | 2. Corporate communications |
| 3. Solving problems and making decisions | 3. Championing and applying innovations | 3. Webpage development |
| | 4. Planning and delivering | 4. Information technology management |
| | 5. Managing information | 5. Presentation skills |
| | 6. Collaboration and networking | |

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than

MAY 08 2023

1. Application Letter;
2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatsU Website);
3. Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph;
4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-graduate);

5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable);
6. Certified true copy of Certificates of Trainings/Seminars Attended;
7. Certified true copy of Certificate of Eligibility/Rating/License ID;
8. Certified true copy of Performance Rating in the last two rating periods (if applicable);
9. Photocopy of Latest Appointment (if applicable);
10. Other documents relevant to the position applied for.

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

MA. SIONNE MAY V. CRISPINO
 Administrative Officer V, Human Resource Management Services
 Catanduanes State University
 Virac, Catanduanes

The Catanduanes State University is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment and does not unlawfully discriminate applicant on the account of person's age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law. Physically-challenged applicants may contact the HRM Services for assistance at +639290041494.

**APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
 LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.**



NOTICE OF VACANT POSITION/S

as of APR 26 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Others
1	PLANNING OFFICER I	CATSCB-PLO1-9-2023	11	₱27,000.00	Bachelor's Degree relevant to the job	None required	None required	CS Professional/2nd Level Eligibility		Planning and Development Services

Job Summary: Implement activities in the Planning and Development Services; assist in providing technical support by reviewing statistical data and output on the formulation, review and monitoring of implementation of University's strategic plans, thrusts, priorities.

Job Description/Statement of Duties and Responsibilities:

1. Gather needed information and statistics from the different offices necessary in the development of position paper and/or project plan/programs.
2. Assist in developing project plans or programs whenever necessary
3. Prepare preliminary evaluation of all reports received relative to the progress of a specific project
4. Assist in the preparation of summary of reports and other development materials received and gathered
5. Develop mathematical theory or apply statistical theory and methods to collect, organize, interpret, and summarize numerical data to provide usable information to the University and other stakeholders.
6. Perform other related functions as may be assigned

Required Competencies:

- | | | |
|---|--|---|
| <p>Core:</p> <ol style="list-style-type: none"> 1. Exemplifying integrity 2. Delivering service excellence 3. Solving problems and making decisions | <p>Organizational:</p> <ol style="list-style-type: none"> 1. Speaking effectively 2. Writing effectively 3. Championing and applying innovations 4. Planning and delivering 5. Managing information 6. Collaboration and networking | <p>Technical:</p> <ol style="list-style-type: none"> 1. Research and development planning and delivering 2. Formulating and integrating development plans 3. Statistics |
|---|--|---|

MAY 08 2023

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Application Letter; 2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website); 3. Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph; 4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-graduate); | <ol style="list-style-type: none"> 5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable); 6. Certified true copy of Certificates of Trainings/Seminars Attended; 7. Certified true copy of Certificate of Eligibility/Rating/License ID; 8. Certified true copy of Performance Rating in the last two rating periods (if applicable); 9. Photocopy of Latest Appointment (if applicable); 10. Other documents relevant to the position applied for. |
|--|---|

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

MA. SIONNE MAY T. CRISPINO
 Administrative Officer V, Human Resource Management Services
 Catanduanes State University
 Virac, Catanduanes

The Catanduanes State University is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment and does not unlawfully discriminate applicant on the account of person's age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law. Physically-challenged applicants may contact the HRM Services for assistance at +639290041494.

**APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
 LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.**



NOTICE OF VACANT POSITION/S

as of APR 26 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	Administrative Officer I (Cashier I)	CATSCB-ADOF1-6-2023	10	₱23,176.00	Bachelor's Degree relevant to the job	None required	None required	C.S. Professional/ 2nd Level Eligibility		Cashiering Services

Job Summary: Performs technical and administrative functions relative to cashiering services - manage, control and conduct cash collections, disbursements and other cashiering functions

Job Description/Statement of Duties and Responsibilities

1. Prepare Advice of Checks Issued and Cancelled (ACIC), List of Due and Demandable Accounts Payable-Advice to Debit Account (LDDAP-ADA), Authority to Debit/Credit Account (AD/AC), Fund Transfer Allocation (FTA), Notice of Transfer of Allocation (NTA) and Notice of Barangay Transfer of Fund (NBTF).
2. Prepare financial reports such as Report of Checks Issued (RCI), Status of Fund Utilization and Balances, Status of Fund Releases; Unreleased Checks, Report of Fund Transfer.
3. Handle Cash Advance, as needed and Prepares Liquidation Report.
4. Prepare Request and Issuance Slip (RIS)/Purchase Request (PR).
5. Perform other related functions as may be assigned.

Required Competencies:

- | | | |
|--|---|--------------------|
| Core: | Organizational: | Technical |
| 1. Exemplifying integrity | 1. Speaking effectively | 1. Cash Management |
| 2. Delivering service excellence | 2. Writing effectively | 2. Computer Skills |
| 3. Solving problems and making decisions | 3. Championing and applying innovations | |
| | 4. Planning and delivering | |
| | 5. Managing information | |
| | 6. Collaboration and networking | |

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than

MAY 08 2023

- | | |
|--|--|
| 1. Application Letter; | 5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable); |
| 2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website); | 6. Certified true copy of Certificates of Trainings/Seminars Attended; |
| 3. Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph ; | 7. Certified true copy of Certificate of Eligibility/Rating/License ID; |
| 4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-graduate); | 8. Certified true copy of Performance Rating in the last two rating periods (if applicable); |
| | 9. Photocopy of Latest Appointment (if applicable); |
| | 10. Other documents relevant to the position applied for. |

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

MA. SIONNE MAY T. CRISPINO
 Administrative Officer V, Human Resource Management Services
 Catanduanes State University
 Virac, Catanduanes

The Catanduanes State University is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment and does not unlawfully discriminate applicant on the account of person's age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law. Physically-challenged applicants may contact the HRM Services for assistance at +639290041494.

**APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
 LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.**



NOTICE OF VACANT POSITION/S

as of APR 26 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Administrative Officer I (Records Officer I)	CATSCB-ADOF1-4-2023	10	₱23,176.00	Bachelor's Degree relevant to the job	None required	None required	C.S. Professional/ 2nd Level Eligibility	Panganiban Campus (Records Services)

Job Summary: Supervise the planning, development, coordination and control of Campus' current operating records and documents of permanent and historical value, its classification, use, maintenance, and disposition

Job Description/Statement of Duties and Responsibilities

1. Establish and maintain an active continuing program for management, preservation and disposition of records using database and; assume full responsibility in the custody and safekeeping of official records and documents of the Campus.
2. Authenticate copies of documents; receive, record, classify and assign all incoming correspondence
3. Check and classify signed correspondence before they are released for mailing.
4. Assist in the preparation of annual and other required reports; assist in the training of personnel on records management; determine the unit's supplies and equipment needs
5. Perform other related functions as may be assigned.

Required Competencies:

Core:	Organizational:	Technical:
1. Exemplifying integrity	1. Speaking effectively	1. Records Management
2. Delivering service excellence	2. Writing effectively	2. Frontline Office Services
3. Solving problems and making decisions	3. Championing and applying innovations	3. Computer Skills
	4. Planning and delivering	
	5. Managing information	
	6. Collaboration and networking	

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than MAY 08 2023

1. Application Letter;	5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable);
2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website);	6. Certified true copy of Certificates of Trainings/Seminars Attended;
3. Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph ;	7. Certified true copy of Certificate of Eligibility/Rating/License ID;
4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-graduate);	8. Certified true copy of Performance Rating in the last two rating periods (if applicable);
	9. Photocopy of Latest Appointment (if applicable);
	10. Other documents relevant to the position applied for.

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

MA. SIONNE MAY T. CRISPINO
 Administrative Officer V, Human Resource Management Services
 Catanduanes State University
 Virac, Catanduanes

The Catanduanes State University is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment and does not unlawfully discriminate applicant on the account of person's age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law. Physically-challenged applicants may contact the HRM Services for assistance at +639290041494.

**APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
 LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.**



NOTICE OF VACANT POSITION/S

as of APR 26 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	ADMINISTRATIVE OFFICER I	CATSCB-ADOF1-5-2023	10	₱23,176.00	Bachelor's Degree relevant to the job	None required	None required	CS Professional/2nd Level Eligibility	Procurement Services

Job Summary: Provide support to the procurement management of the University; provide technical assistance and recommendations to the BAC in the procurement of goods and services

Job Description/Statement of Duties and Responsibilities:

1. Perform administrative functions to Bids and Awards Committee (BAC) related activities.
2. Determine actual needs of requesting parties, check requisitions and prepare agency procurement requests (APR) based on existing stocks and needs.
3. Prepare abstract of bids in case of alternative mode of procurement.
4. Assist in dealing with external providers to ensure prompt delivery of goods and services and its compliance with University specifications and requirements.
5. Perform other related functions as may be assigned.

Required Competencies:

Core:	Organizational:	Technical:
1. Exemplifying integrity	1. Speaking effectively	1. Procurement management
2. Delivering service excellence	2. Writing effectively	
3. Solving problems and making decisions	3. Championing and applying innovations	
	4. Planning and delivering	
	5. Managing information	
	6. Collaboration and networking	

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than

MAY 08 2023

1. Application Letter;
2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website);
3. Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph;
4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-graduate);

5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable);
6. Certified true copy of Certificates of Trainings/Seminars Attended;
7. Certified true copy of Certificate of Eligibility/Rating/License ID;
8. Certified true copy of Performance Rating in the last two rating periods (if applicable);
9. Photocopy of Latest Appointment (if applicable);
10. Other documents relevant to the position applied for.

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

[Signature]
MA. SIONNE MAY T. CRISPINO
 Administrative Officer V, Human Resource Management Services
 Catanduanes State University
 Virac, Catanduanes

The Catanduanes State University is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment and does not unlawfully discriminate applicant on the account of person's age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law. Physically-challenged applicants may contact the HRM Services for assistance at +639290041494.

**APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
 LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.**



NOTICE OF VACANT POSITION/S
 as of APR 26 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	Administrative Assistant III	CATSCB-ADAS3-7-2023	9	₱21,211.00	Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	C.S. Sub-Professional / 1st Level Eligibility		Office of the Vice President for Administrative and Financial Affairs

Job Summary

Assist the Vice President for Administrative and Financial Affairs in the preparation and administration of various functions of the division.

Job Description/Statement of Duties and Responsibilities

1. Assist the Vice President in the planning, implementation and carrying out plans, programs and monitoring of the administrative and financial division.
2. Perform clerical, routinary administrative tasks; schedule appointments, activities, meetings and functions of the VP.
3. Prepare reports related to the administrative and financial division as may be required by University officials and different government agencies.
4. Prepare minutes of meeting and correspondences; coordinate and collaborate with offices within and/or outside the University to ensure efficient, effective, and timely delivery of administrative and financial services.
5. Perform other related functions as may be assigned.

Required Competencies:

Core:	Organizational:	Technical
1. Exemplifying integrity	1. Speaking effectively	1. Computer skills
2. Delivering service excellence	2. Writing effectively	2. Corporate communications
3. Solving problems and making decisions	3. Championing and applying innovations	3. Front office services
	4. Planning and delivering	4. Records management
	5. Managing information	
	6. Collaboration and networking	

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than

MAY 08 2023

1. Application Letter;
2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website);
3. Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph;
4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-graduate);

5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable);
6. Certified true copy of Certificates of Trainings/Seminars Attended;
7. Certified true copy of Certificate of Eligibility/Rating/License ID;
8. Certified true copy of Performance Rating in the last two rating periods (if applicable);
9. Photocopy of Latest Appointment (if applicable);
10. Other documents relevant to the position applied for.

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

MA. SIONNE MAY T. CRISPINO
 Administrative Officer V, Human Resource Management Services
 Catanduanes State University
 Virac, Catanduanes

The Catanduanes State University is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment and does not unlawfully discriminate applicant on the account of person's age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law. Physically-challenged applicants may contact the HRM Services for assistance at +639290041494.

**APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
 LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.**



NOTICE OF VACANT POSITION/S

as of APR 26 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	Administrative Assistant III	CATSCB-ADAS3-8-2023	9	₱21,211.00	Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	C.S. Sub-Professional / 1st Level Eligibility		University and Board Secretarial Services

Job Summary

Provide assistance to the Board Secretary in the formulation and implementation of policies, rules and regulations approved by the Board of Regents, Academic and Administrative Councils.

Job Description/Statement of Duties and Responsibilities

1. Assist in the preparation of agenda of meetings, minutes of meetings of the Academic Council, Administrative Council, Management Committee meetings as well as provide reference materials that support the agenda of the meetings.
2. Assist in the management of records and minutes of the proceedings of the Board of Regents and other pertinent records of the University.
3. Assist in the preparation of office memoranda, office orders, and official correspondence for other government agencies and private organizations.
4. Assist in the dissemination of approved resolutions passed by the Board to the officials and parties concerned for implementation.
5. Perform other related functions as may be assigned.

Required Competencies:

Core:	Organizational:	Technical
1. Exemplifying integrity	1. Speaking effectively	1. Computer skills
2. Delivering service excellence	2. Writing effectively	2. Corporate communications
3. Solving problems and making decisions	3. Championing and applying innovations	3. Front office services
	4. Planning and delivering	4. Records management
	5. Managing information	
	6. Collaboration and networking	

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than

MAY 08 2023

1. Application Letter;	5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable);
2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website);	6. Certified true copy of Certificates of Trainings/Seminars Attended;
3. Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph ;	7. Certified true copy of Certificate of Eligibility/Rating/License ID;
4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-graduate);	8. Certified true copy of Performance Rating in the last two rating periods (if applicable);
	9. Photocopy of Latest Appointment (if applicable);
	10. Other documents relevant to the position applied for.

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

MA. SIONNE MAY T. CRISPINO
 Administrative Officer V, Human Resource Management Services
 Catanduanes State University
 Virac, Catanduanes

The Catanduanes State University is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment and does not unlawfully discriminate applicant on the account of person's age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law. Physically-challenged applicants may contact the HRM Services for assistance at +639290041494.

**APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
 LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.**



NOTICE OF VACANT POSITION/S
 as of APR 26 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	Administrative Assistant I (Buyer I)	CATSCB-ADAS1-9-2023	07	₱18,820.00	Completion of two (2) years studies in college	None required	None required	CS Sub. Professional/1st Level Eligibility		Panganiban Campus (Procurement Services)

Job Summary: Provide support to the procurement management of the Campus.

Job Description/Statement of Duties and Responsibilities

1. Deal with external providers to ensure its compliance with University specifications and requirements.
2. Perform the canvassing of supplies and materials, goods and services required for University operation.
3. Prepare required reports relative to the canvass of supplies, materials and goods.
4. Perform other related functions as may be assigned.

Required Competencies:

- | | | |
|--|---|---------------------------|
| Core: | Organizational: | Technical |
| 1. Exemplifying integrity | 1. Speaking effectively | 1. Procurement Management |
| 2. Delivering service excellence | 2. Writing effectively | 2. Computer Skills |
| 3. Solving problems and making decisions | 3. Championing and applying innovations | |
| | 4. Planning and delivering | |
| | 5. Managing information | |
| | 6. Collaboration and networking | |

MAY 08 2023

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than _____.

1. Application Letter;	5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable);
2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website);	6. Certified true copy of Certificates of Trainings/Seminars Attended;
3. Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph ;	7. Certified true copy of Certificate of Eligibility/Rating/License ID;
4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-graduate);	8. Certified true copy of Performance Rating in the last two rating periods (if applicable);
	9. Photocopy of Latest Appointment (if applicable);
	10. Other documents relevant to the position applied for.

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

MA. SIONNE MAY T. CRISPINO
 Administrative Officer V, Human Resource Management Services
 Catanduanes State University
 Virac, Catanduanes

The Catanduanes State University is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment and does not unlawfully discriminate applicant on the account of person's age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law. Physically-challenged applicants may contact the HRM Services for assistance at +639290041494.

APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.



NOTICE OF VACANT POSITION/S

as of APR 26 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	ADMINISTRATIVE ASSISTANT I (Buyer I)	CATSCB-ADAS1-10-2023	7	₱18,620.00	Completion of two (2) years studies in college	None required	None required	CS Sub. Professional/ 1st Level Eligibility		Procurement Services

Job Summary: Provide support to the procurement management of the University.

Job Description/Statement of Duties and Responsibilities:

1. Deal with external providers to ensure its compliance with University specifications and requirements.
2. Perform the canvassing of supplies and materials, goods and services required for University operation.
3. Prepare required reports relative to the canvass of supplies and materials and goods.
4. Perform other related functions as may be assigne

Required Competencies:

Core:	Organizational:	Technical
1. Exemplifying integrity	1. Speaking effectively	1. Procurement management
2. Delivering service excellence	2. Writing effectively	
3. Solving problems and making decisions	3. Championing and applying innovations	
	4. Planning and delivering	
	5. Managing information	
	6. Collaboration and networking	

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than

MAY 08 2023

- | | |
|--|--|
| 1. Application Letter; | 5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable); |
| 2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website); | 6. Certified true copy of Certificates of Trainings/Seminars Attended; |
| 3. Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph ; | 7. Certified true copy of Certificate of Eligibility/Rating/License ID; |
| 4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-graduate); | 8. Certified true copy of Performance Rating in the last two rating periods (if applicable); |
| | 9. Photocopy of Latest Appointment (if applicable); |
| | 10. Other documents relevant to the position applied for. |

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

[Signature]
MA. SIONNE MAY T. CRISPINO
 Administrative Officer V, Human Resource Management Services
 Catanduanes State University
 Virac, Catanduanes

The Catanduanes State University is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment and does not unlawfully discriminate applicant on the account of person's age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law. Physically-challenged applicants may contact the HRM Services for assistance at +639290041494.

**APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
 LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.**



NOTICE OF VACANT POSITION/S

as of APR 26 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay- Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Administrative Aide VI (Clerk III)	CATSCB-ADA6-11-2023	6	₱17,553.00	Completion of two (2) years studies in college	None required	None required	C.S. Sub-Professional / 1st Level Eligibility	Information Technology Services

Job Summary

Provide administrative support to ensure efficient operation of the Information Technology Services.

Job Description/Statement of Duties and Responsibilities

1. Perform administrative and clerical tasks.
2. Take charge of the recording, routing, and releasing of incoming and outgoing communications and other reports to the Office concerned.
3. Receive and file communications, office instructions, memoranda, circular evaluation forms and reports, etc.
4. Prepare and keep office forms, control office supplies and materials.
5. Perform other related functions as may be assigned.

Required Competencies:

Core: 1. Exemplifying integrity 2. Delivering service excellence 3. Solving problems and making decisions	Organizational: 1. Speaking effectively 2. Writing effectively 3. Championing and applying innovations 4. Planning and delivering 5. Managing information 6. Collaboration and networking	Technical 1. Computer skills 2. Front office services 3. Corporate communications 4. Records management
---	--	--

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than MAY 08 2023

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Application Letter; 2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website); 3. Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph; 4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-graduate); | <ol style="list-style-type: none"> 5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable); 6. Certified true copy of Certificates of Trainings/Seminars Attended; 7. Certified true copy of Certificate of Eligibility/Rating/License ID; 8. Certified true copy of Performance Rating in the last two rating periods (if applicable); 9. Photocopy of Latest Appointment (if applicable); 10. Other documents relevant to the position applied for. |
|--|---|

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

MA. SIONNE MAY T. CRISPINO
 Administrative Officer V, Human Resource Management Services
 Catanduanes State University
 Virac, Catanduanes

The Catanduanes State University is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment and does not unlawfully discriminate applicant on the account of person's age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law. Physically-challenged applicants may contact the HRM Services for assistance at +639290041494.

**APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
 LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.**



NOTICE OF VACANT POSITION/S
 as of APR 26 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Administrative Aide VI (Clerk III)	CATSCB-ADA6-12-2023	6	₱17,553.00	Completion of two (2) years studies in college	None required	None required	C.S. Sub-Professional / 1st Level Eligibility	Internal Audit Services

Job Summary

Provide administrative support to ensure efficient operation of the Internal Audit Services

Job Description/Statement of Duties and Responsibilities

1. Perform administrative and clerical tasks.
2. Take charge of the recording, routing, and releasing of incoming and outgoing communications and other reports to the Office concerned.
3. Receive and file communications, office instructions, memoranda, circular evaluation forms and reports, etc.
4. Prepare and keep office forms, control office supplies and materials.
5. Perform other related functions as may be assigned.

Required Competencies:

Core:	Organizational:	Technical
1. Exemplifying integrity	1. Speaking effectively	1. Computer skills
2. Delivering service excellence	2. Writing effectively	2. Front office services
3. Solving problems and making decisions	3. Championing and applying innovations	3. ISO Awareness
	4. Planning and delivering	4. Quality Assurance Management
	5. Managing information	5. Records Management
	6. Collaboration and networking	

MAY 08 2023

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than

- | | |
|--|--|
| 1. Application Letter; | 5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable); |
| 2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website); | 6. Certified true copy of Certificates of Trainings/Seminars Attended; |
| 3. Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph ; | 7. Certified true copy of Certificate of Eligibility/Rating/License ID; |
| 4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-graduate); | 8. Certified true copy of Performance Rating in the last two rating periods (if applicable); |
| | 9. Photocopy of Latest Appointment (if applicable); |
| | 10. Other documents relevant to the position applied for. |

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

MA. SIONNE MAY T. CRISPINO
 Administrative Officer V, Human Resource Management Services
 Catanduanes State University
 Virac, Catanduanes

The Catanduanes State University is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment and does not unlawfully discriminate applicant on the account of person's age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law. Physically-challenged applicants may contact the HRM Services for assistance at +639290041494.

**APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
 LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.**



NOTICE OF VACANT POSITION/S

as of APR 26 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	Administrative Aide VI (Clerk III)	CATSCB-ADA6-13-2023	6	₱17,553.00	Completion of two (2) years studies in college	None required	None required	C.S. Sub-Professional / 1st Level Eligibility		Project Management Office

Job Summary

Provide administrative support to ensure efficient operation of the Project Management Office.

Job Description/Statement of Duties and Responsibilities

1. Perform administrative and clerical tasks.
2. Take charge of the recording, routing, and releasing of incoming and outgoing communications and other reports to the Office concerned.
3. Receive and file communications, office instructions, memoranda, circular evaluation forms and reports, etc.
4. Prepare and keep office forms, control office supplies and materials.
5. Perform other related functions as may be assigned.

Required Competencies:

- | | | |
|--|---|---|
| Core: | Organizational: | Technical |
| 1. Exemplifying integrity | 1. Speaking effectively | 1. Project Design & Development |
| 2. Delivering service excellence | 2. Writing effectively | 2. Computer skills |
| 3. Solving problems and making decisions | 3. Championing and applying innovations | 3. Front office services |
| | 4. Planning and delivering | 4. Records management |
| | 5. Managing information | 5. Environmental Project/program implementation |
| | 6. Collaboration and networking | |

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than

MAY 08 2023

- | | |
|--|--|
| 1. Application Letter; | 5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable); |
| 2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website); | 6. Certified true copy of Certificates of Trainings/Seminars Attended; |
| 3. Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph ; | 7. Certified true copy of Certificate of Eligibility/Rating/License ID; |
| 4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-graduate); | 8. Certified true copy of Performance Rating in the last two rating periods (if applicable); |
| | 9. Photocopy of Latest Appointment (if applicable); |
| | 10. Other documents relevant to the position applied for. |

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

MA. SIONNE MAY T. CRISPINO
 Administrative Officer V, Human Resource Management Services
 Catanduanes State University
 Virac, Catanduanes

The Catanduanes State University is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment and does not unlawfully discriminate applicant on the account of person's age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law. Physically-challenged applicants may contact the HRM Services for assistance at +639290041494.

**APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
 LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.**



NOTICE OF VACANT POSITION/S

as of APR 26 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Administrative Aide VI (Clerk III)	CATSCB-ADA6-14-2023	06	₱17,553.00	Completion of two (2) years studies	None required	None required	CS Sub. Professional/1st Level Eligibility	Quality Assurance Services

Job Summary: Provide administrative support to ensure efficient operation of the Quality Assurance Services.

Job Description/Statement of Duties and Responsibilities:

1. Assist in the accreditation, assessment, and certification processes, AACUP, ISA, ISO and other international certification networks both for the institutional and academic program accreditation in coordination with the concerned Colleges, Centers, Offices, and Units in the University.
2. Take charge of the recording, routing, and releasing of incoming and outgoing communications and other reports to the Office concerned.
3. Receive and file communications, office instructions, memoranda, circular evaluation forms and reports, etc.
4. Prepare and keep office forms control, office supplies and materials.
5. Perform other related functions as may be assigned.

Required Competencies:

- | | | |
|--|---|---------------------------------|
| Core: | Organizational: | Technical |
| 1. Exemplifying integrity | 1. Speaking effectively | 1. Computer skills |
| 2. Delivering service excellence | 2. Writing effectively | 2. Front Office Services |
| 3. Solving problems and making decisions | 3. Championing and applying innovations | 3. ISO Awareness |
| | 4. Planning and delivering | 4. Quality Assurance Management |
| | 5. Managing information | 5. Records Management |
| | 6. Collaboration and networking | |

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than

MAY 08 2023

- | | |
|--|--|
| 1. Application Letter; | 5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable); |
| 2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website); | 6. Certified true copy of Certificates of Trainings/Seminars Attended; |
| 3. Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph ; | 7. Certified true copy of Certificate of Eligibility/ Rating/ License ID; |
| 4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-graduate); | 8. Certified true copy of Performance Rating in the last two rating periods (if applicable); |
| | 9. Photocopy of Latest Appointment (if applicable); |
| | 10. Other documents relevant to the position applied for. |

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

MA. SIONNE MAY T. CRISPINO
 Administrative Officer V, Human Resource Management Services
 Catanduanes State University
 Virac, Catanduanes

The Catanduanes State University is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment and does not unlawfully discriminate applicant on the account of person's age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law. Physically-challenged applicants may contact the HRM Services for assistance at +639290041494.

**APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
 LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.**



NOTICE OF VACANT POSITION/S

as of APR 26 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	ADMINISTRATIVE AIDE VI (Clerk III)	CATSCB-ADA6-15-2023	6	₱17,553.00	Completion of two (2) years studies in college	None required	None required	CS Sub. Professional/ 1st Level Eligibility		Procurement Services

Job Summary: Provide administrative support to ensure efficient operation of the Procurement Services.

Job Description/Statement of Duties and Responsibilities:

1. Perform clerical and administrative tasks.
2. Take charge of the recording, routing, and releasing of incoming and outgoing communications and other reports to the Office concerned.
3. Receive and file communications, office instructions, memoranda, circular evaluation forms and reports, etc.
4. Prepare and keep office forms, control office supplies and materials.
5. Perform other related functions as may be assigned

Required Competencies:

- | | | |
|--|---|-------------------------|
| Core: | Organizational: | Technical: |
| 1. Exemplifying integrity | 1. Speaking effectively | 1. Computer skills |
| 2. Delivering service excellence | 2. Writing effectively | 2. Records management |
| 3. Solving problems and making decisions | 3. Championing and applying innovations | 3. Front office service |
| | 4. Planning and delivering | |
| | 5. Managing information | |
| | 6. Collaboration and networking | |

MAY 08 2023

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Application Letter; 2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website); 3. Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph; 4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-graduate); | <ol style="list-style-type: none"> 5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable); 6. Certified true copy of Certificates of Trainings/Seminars Attended; 7. Certified true copy of Certificate of Eligibility/Rating/License ID; 8. Certified true copy of Performance Rating in the last two rating periods (if applicable); 9. Photocopy of Latest Appointment (if applicable); 10. Other documents relevant to the position applied for. |
|--|---|

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

MA. SIONNE MAY T. CRISPINO
 Administrative Officer V, Human Resource Management Services
 Catanduanes State University
 Virac, Catanduanes

The Catanduanes State University is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment and does not unlawfully discriminate applicant on the account of person's age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law. Physically-challenged applicants may contact the HRM Services for assistance at +639290041494.

APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
 LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.



NOTICE OF VACANT POSITION/S

as of APR 26 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	Administrative Aide VI (Clerk III)	CATSCB-ADA6-16-2023	6	₱17,553.00	Completion of two (2) years studies in college	None required	None required	C.S. Sub-Professional / 1st Level Eligibility		Office of the Vice President for Administrative and Financial Affairs

Job Summary

Provide administrative support to ensure efficient operation of the Office of the Vice President for Administrative and Financial Affairs.

Job Description/Statement of Duties and Responsibilities

1. Perform administrative and clerical tasks.
2. Take charge of the recording, routing, and releasing of incoming and outgoing communications and other reports to the Office concerned.
3. Receive and file communications, office instructions, memoranda, circular evaluation forms and reports, etc.
4. Prepare and keep office forms, control office supplies and materials.
5. Perform other related functions as may be assigned.

Required Competencies:

- | | | |
|--|---|--------------------------|
| Core: | Organizational: | Technical |
| 1. Exemplifying integrity | 1. Speaking effectively | 1. Front office services |
| 2. Delivering service excellence | 2. Writing effectively | 2. Records management |
| 3. Solving problems and making decisions | 3. Championing and applying innovations | 3. Computer skills |
| | 4. Planning and delivering | |
| | 5. Managing information | |
| | 6. Collaboration and networking | |

MAY 08 2023

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than

1. Application Letter;	5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable);
2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website);	6. Certified true copy of Certificates of Trainings/Seminars Attended;
3. Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph;	7. Certified true copy of Certificate of Eligibility/Rating/License ID;
4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-graduate);	8. Certified true copy of Performance Rating in the last two rating periods (if applicable);
	9. Photocopy of Latest Appointment (if applicable);
	10. Other documents relevant to the position applied for.

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

MA. SIONNE MAY Y. CRISPINO
Administrative Officer V, Human Resource Management Services
Catanduanes State University
Virac, Catanduanes

The Catanduanes State University is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment and does not unlawfully discriminate applicant on the account of person's age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law. Physically-challenged applicants may contact the HRM Services for assistance at +639290041494.

**APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.**



NOTICE OF VACANT POSITION/S

as of APR 26 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	Administrative Aide VI (Clerk III)	CATSCB-ADA6-17-2023	06	₱17,553.00	Completion of two (2) years studies in college	None required	None required	CS Sub. Professional/1st Level Eligibility		Panganiban Campus - (Office of the Campus Director/Administrator)

Job Summary: Provide administrative support to ensure efficient operation of the Office of the Campus Director/Administrator

Job Description/Statement of Duties and Responsibilities

1. Perform routine administrative work such as maintain systematic filing of documents and confidential files, take dictations, transcribe shorthand notes of staff meetings, prepare clerical reports, take care of the needs, schedules, appointments of the Campus Director/Administrator.
2. Take charge of the recording, routing, and releasing of incoming and outgoing communications and other reports/correspondence to the Office concerned.
3. Receive and file communications, office instructions, memoranda, circular evaluation forms and reports, etc.
4. Prepare and keep office forms, control office supplies and materials.
5. Perform other related functions as may be assigned.

Required Competencies:

- | | | |
|--|---|------------------------------|
| Core: | Organizational: | Technical |
| 1. Exemplifying integrity | 1. Speaking effectively | 1. Records Management |
| 2. Delivering service excellence | 2. Writing effectively | 2. Computer Skills |
| 3. Solving problems and making decisions | 3. Championing and applying innovations | 3. Frontline Office Services |
| | 4. Planning and delivering | |
| | 5. Managing information | |
| | 6. Collaboration and networking | |

MAY 08 2023

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Application Letter; 2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website); 3. Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph; 4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-graduate); | <ol style="list-style-type: none"> 5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable); 6. Certified true copy of Certificates of Trainings/Seminars Attended; 7. Certified true copy of Certificate of Eligibility/Rating/License ID; 8. Certified true copy of Performance Rating in the last two rating periods (if applicable); 9. Photocopy of Latest Appointment (if applicable); 10. Other documents relevant to the position applied for. |
|--|---|

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

MA. SIONNE MAY T. CRISPINO
 Administrative Officer V, Human Resource Management Services
 Catanduanes State University
 Virac, Catanduanes

The Catanduanes State University is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment and does not unlawfully discriminate applicant on the account of person's age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law. Physically-challenged applicants may contact the HRM Services for assistance at +639290041494.

**APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
 LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.**



NOTICE OF VACANT POSITION/S

as of **APR 26 2023**

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	Administrative Aide VI (Clerk III)	CATSCB-ADA6-18-2023	06	₱17,553.00	Completion of two (2) years studies in college	None required	None required	CS Sub. Professional/1st Level Eligibility		Panganiban Campus (Cashiering Services)

Job Summary: Provide administrative support to ensure efficient operation of the Cashiering Services - assist in the collection, disbursement, accounting, recording, reporting and remittances of funds for receipt, custody, payment, disbursement and releasing of funds; provide clerical support in the safekeeping, receipt and disbursement of money and in releasing checks

Job Description/Statement of Duties and Responsibilities

1. Perform administrative & clerical asks.
2. Take charge of the recording, routing, and releasing of incoming and outgoing communications and other reports to the Office concerned.
3. Receive and file communications, office instructions, memoranda, circular evaluation forms and reports, etc.
4. Prepare and keep office forms, control office supplies and materials.
5. Perform other related functions as may be assigned.

Required Competencies:

Core:	Organizational:	Technical:
1. Exemplifying integrity	1. Speaking effectively	1. Computer Skills
2. Delivering service excellence	2. Writing effectively	2. Frontline Office Services
3. Solving problems and making decisions	3. Championing and applying innovations	3. Records Management
	4. Planning and delivering	4. Cash Management
	5. Managing information	
	6. Collaboration and networking	

MAY 08 2023

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than

- | | |
|--|--|
| 1. Application Letter; | 5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable); |
| 2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website); | 6. Certified true copy of Certificates of Trainings/Seminars Attended; |
| 3. Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph ; | 7. Certified true copy of Certificate of Eligibility/Rating/License ID; |
| 4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-graduate); | 8. Certified true copy of Performance Rating in the last two rating periods (if applicable); |
| | 9. Photocopy of Latest Appointment (if applicable); |
| | 10. Other documents relevant to the position applied for. |

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

MA. SIONNE MAY T. CRISPINO
 Administrative Officer V, Human Resource Management Services
 Catanduanes State University
 Virac, Catanduanes

The Catanduanes State University is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment and does not unlawfully discriminate applicant on the account of person's age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law. Physically-challenged applicants may contact the HRM Services for assistance at +639290041494.

**APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
 LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.**