

# We Are Hiring

## REQUIREMENTS

- APPLICATION LETTER;
- LETTER OF INTENT AND STATEMENT OF AUTHENTICITY & VERACITY OF DOCUMENTS SUBMITTED (A COPY MAY BE SECURED AT THE HRM SERVICES OR CATSU WEBSITE);
- 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](http://WWW.CSC.GOV.PH);
- CERTIFIED TRUE COPY OR TRANSCRIPT OF RECORDS (HIGH SCHOOL DIPLOMA, BACCALAUREATE AND POST-GRADUATE STUDIES, IF APPLICABLE);
- CERTIFIED TRUE COPY OF UPDATED SERVICE RECORD OR CERTIFICATE OF EMPLOYMENT (IF APPLICABLE);
- CERTIFIED TRUE COPY OF CERTIFICATE OF TRAININGS/SEMINARS ATTENDED;
- CERTIFIED TRUE COPY OF CERTIFICATE OF ELIGIBILITY/RATING/LICENSE ID;
- CERTIFIED TRUE COPY OF PERFORMANCE RATING IN THE LAST TWO RATING PERIODS (IF APPLICABLE);
- PHOTOCOPY OF LATEST APPOINTMENT (IF APPLICABLE);
- OTHER DOCUMENTS RELEVANT TO THE POSITION APPLIED FOR.



### (1) ADMINISTRATIVE OFFICER I

- SUPPLY SERVICES

### (1) ADMINISTRATIVE ASSISTANT III

- ACCOUNTING SERVICES (PANGANIBAN CAMPUS)

### (1) ADMINISTRATIVE ASSISTANT II

- ADMISSION AND REGISTRATION SERVICES

### (1) ADMINISTRATIVE AIDE IV

- CoEd-LABORATORY SCHOOLS

**DEADLINE**  
**AUGUST 26, 2023**



/CatanduanesStateUniversity2012



<https://catsu.edu.ph>



0969-025-9166



**NOTICE OF VACANT POSITION/S**

as of AUG 16 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 (Supply Officer I)	CATSCB-ADOF1-2-2004	10	₱23,176.00	Bachelor's Degree relevant to the job	None required	None required	C.S. Professional/ 2nd Level Eligibility		Supply Services

**Job Description:**

1. Perform phases of supply management functions such as issuance of Purchase Order to suppliers, acceptance of deliveries and issuance of supplies and materials and equipment to end users/ accountable officers/ employees
2. Determine actual needs of requisitioners and checks requisitions and numbers purchase requests based on existing stocks and needs and PPMP of each units
3. Check/conduct initial inspection of deliveries based on contracts/purchase orders or any appropriate document either locally procured or donated and stores them accordingly in coordination with the property inspectors on deliveries.
4. Maintain stocks, conduct inventory, maintain accurate record of supplies and properties and prepare reports as to items issued every month, inventory reports, etc.
5. Issue items to end-users using appropriate forms such as ICS, PAR, RIS, etc.
6. Assist in making pre-cavass of competitive prices of goods in the open market
7. Receive waste material items and unserviceable properties
8. Sign/initial clearance and keep record of accountable employees and officials
9. Prepare notification to the COA and Internal Audit Services on deliveries
10. Assist in the preparation of all required reports for government compliances.
11. Assist in picking-up of supplies from the Procurement Services.
12. Perform other duties that maybe assigned by the immediate supervisor from time to time.

**Required Competencies:**

Core	Organizational:	Technical
1. Exemplifying integrity	1. Speaking effectively	1. Annual Procurement Plan Preparation
2. Delivering service excellence	2. Writing effectively	2. Annual and semi-inventory report preparation
3. Solving problems and making decisions	3. Championing and applying innovations	3. Accountability Reports
	4. Planning and delivering	
	5. Managing Information	
	6. Collaboration and networking	

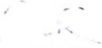
Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than

AUG 26 2023

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|--|--|
| 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 HPM 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 <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> ; | 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

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



NOTICE OF VACANT POSITION/S

as of AUG 16 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 (Senior Bookkeeper)	CATSCB-ADAS3-2-2004	9	₱21,211.00	Completion of two (2) years of studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	C.S. Sub-Professional/ 1st Level Eligibility		Accounting Services, Panganiban Campus

**Job Description:**

- Keeps books of original entry and books of final entry; post financial transactions from the books of original entry and the general ledger; foots and balances the general ledger and keeps various subsidiary ledgers.
- Check, review and monitor cash advances for travel vouchers, payroll.
- Prepare correspondence on financial and bookkeeping matters; special vouchers, withholding tax certificates.
- Prepare schedules to support statement of accounts/financial statements for incorporation in the books of accounts or progress reports.
- Assist in the conduct of physical inventory.
- Perform other related duties as may be assigned by the immediate supervisor from time to time.

**Required Competencies:**

Core:	Organizational:	Technical
1. Exemplifying integrity	1. Speaking effectively	1. Accurate and timely Financial Recording and Financial Report Preparation
2. Delivering service excellence	2. Writing effectively	2. Fund monitoring
3. Solving problems and making decisions	3. Championing and applying innovations	3. System Improvement (Accounting and Financial Reporting)
	4. Planning and delivering	
	5. Managing information	
	6. Collaboration and networking	

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| 3. Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> ; | 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);   |
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|  | 10. Other documents relevant to the position applied for.                                      |

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NOTICE OF VACANT POSITION/S

as of AUG 16 2023

Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Others	
Administrative Assistant II (Clerk IV)	CATSCB-ADAS2-8-2004	8	₱19,744.00	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		Admission and Registration Services

**Description**

Production of Collegiate Records

Review and analyze student registration records to determine correctness of pre-requisite requirements and study load

Analyze credits earned by students for purposes of curriculum classification

Analyze ratings and units in determining qualification for scholarship and/or honors

Constant analysis of subjects and units posted on every student permanent records as a means of guiding students and giving prompt advice upon inquiry and evaluation for graduation purposes

Analyze and evaluate applications for graduation of the secondary and collegiate students and determining eligibility for graduation and/or deficiencies

Accomplish routine office work and perform other duties as may be assigned by the supervisor from time to time

**Required Competencies:**

Personal	Organizational:	Technical
Exemplifying integrity	1. Speaking effectively	1. Computer Skills
Delivering service excellence	2. Writing effectively	2. Records management
Solving problems and making decisions	3. Championing and applying innovations	
		6. Collaboration and networking

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**AUG 26 2023**

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Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at HRM Services or CatSU Website);	6. Certified true copy of Certificates of Trainings/Seminars Attended;
Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet Form No. 212, Rev. 2017) downloadable at <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> ;	7. Certified true copy of Certificate of Eligibility/Rating/License ID;
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);
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as of AUG 16 2023

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					Education	Training	Experience	Eligibility	Others	
1	Administrative Aide IV (Clerk II)	CATSCB-ADA4-30-2004	4	₱15,586.00	Completion of two (2) years of studies in college	None required	None required	C.S. Sub-Professional/ 1st Level Eligibility		CoEd- Lab. Schools

**Job Description:**

- Serve as incoming and outgoing document clerk.
- Perform general administrative duties, clerical, and messengerial tasks such as data encoding, filing, and maintaining a document-control recording system, scanning, requesting and maintaining office supplies.
- Ensure safety and security of office records/documents, equipment and availability of office supplies and materials
- Assist in the presentation/preparation of reports and other activities.
- Screen all incoming phone calls, inquiries, correspondence and route accordingly
- Perform other related duties as may be assigned by the immediate supervisor from time to time

**Required Competencies:**

Core	Organizational:	Technical
Exemplifying integrity	1. Speaking effectively	1. Records management
Delivering service excellence	2. Writing effectively	2. Computer skills
Solving problems and making decisions	3. Championing and applying innovations	
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