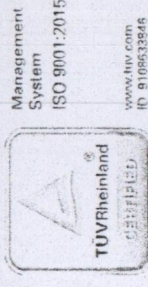




Republic of the Philippines  
**CATANDUANES STATE UNIVERSITY**  
 Virac, Catanduanes  
 Email : [catsu1961@catsu.edu.ph](mailto:catsu1961@catsu.edu.ph)  
 Website : [www.catsu.edu.ph](http://www.catsu.edu.ph)

Contact No. TnT 09489065322  
 Globe 09174616325



**Tanggapan ng Pangulo**  
*Office of the President*

**RECEIVED**  
**OFFICE OF THE PRESIDENT**  
**JUL 31 2023 25, 2023**  
*ASAZANZA*

ADMINISTRATIVE BULLETIN  
 No. **010**, s. 2023

SUBJECT: ANNOUNCEMENT OF VACANT POSITIONS

- TO: All Vice Presidents  
 All Assistant Vice Presidents  
 OIC, Panganiban Campus  
 FFU President  
 CASUNEA President  
 All Deans/Directors  
 Principal/Officers of Student Support Services  
 Chiefs of Offices  
 This University

Enclosed is a Notice of Vacant Position/s in this University as of JUL 28 2023. All interested applicants shall submit their application letters on or before AUG 07 2023 at the Human Resource Management Services, CatSU Main Campus or to Ms. Zelda F. Reyes, Administrative Officer IV, Panganiban Campus, together with supporting documents arranged according to the order in the list below:

1. Application Letter addressed to the CatSU President, Dr. Patrick Alain T. Azanza;
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](http://www.csc.gov.ph);
4. Certified true copy of Transcript of Records (Baccalaureate and Post-graduate studies, if applicable);
5. Certified true copy of Updated Service Record/Certificate of Employment (if applicable);
6. Certified true copy of Certificates of relevant Trainings/Seminars Attended;
7. Certified true copy of Certificate of Eligibility/Rating/License ID, if any;
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;
11. NBC 461 Personal Data Sheet (a copy may be secured at the HRMS or CatSU Website), for faculty/teaching item only

Be guided accordingly.

Incl.: As stated.

**PATRICK ALAIN T. AZANZA, PhD, JD**  
 SUC President III *PAZ*



NOTICE OF VACANT POSITION/S

as of JUL 28 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	Instructor I	CATSCB-INST1-2-2016	12	₱29,165.00	Master's Degree in Physics. In the absence of a qualified applicant, a graduate of Bachelor of Secondary Education major in Physics + 12 units Master's Degree may be hired on temporary status	None Required	None Required	RA 1080 (Professional Teacher)	<ul style="list-style-type: none"> <li>• Must have earned the needed number of points for the Common Criteria for Evaluation (CCE) as mandated by the National Budget Circular (NBC 461)</li> <li>• Must have earned a Performance Rating of at least Very Satisfactory in the last two (2) rating periods prior to the date of application, if applicable</li> </ul>	CoEd - Lab. Schools
2	Instructor I	CATSCB-INST1-3-2016	12	₱29,165.00	Master's Degree in Chemistry. In the absence of a qualified applicant, a graduate of Bachelor of Secondary Education major in Chemistry + 12 units Master's Degree may be hired on temporary status	None Required	None Required	RA 1080 (Professional Teacher)	<ul style="list-style-type: none"> <li>• Must have earned the needed number of points for the Common Criteria for Evaluation (CCE) as mandated by the National Budget Circular (NBC 461)</li> <li>• Must have earned a Performance Rating of at least Very Satisfactory in the last two (2) rating periods prior to the date of application, if applicable</li> </ul>	CoEd - Lab. Schools

**Job Description:**

Instructor I  
100% Instruction;  
but without prejudice to being assigned to conduct Research, Extension and Production Services/Activities



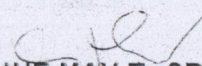
**Required Competencies:**

<b>Core:</b> 1. Exemplifying integrity 2. Delivering service excellence 3. Solving problems and making decisions	3. Championing and applying innovations 4. Planning and delivering 5. Managing information 6. Collaboration and networking	3. Critical thinking and problem solving 4. Consultation and advising 5. Computer Savvy 6. Exemplifying proficiency in research 7. Publication writing 8. Knowledge in technology transfer management 9. Production and entrepreneurship management 10. Quality assurance management
<b>Organizational:</b> 1. Speaking effectively 2. Writing effectively	<b>Technical</b> 1. Effective teaching and classroom management 2. Innovative instructional materials development	

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than AUG 07 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 <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 and Post-graduate studies, if applicable);	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.
	11. NBC 461 Personal Data Sheet (a copy may be secured at the HRMS or CatSU Website)

**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.**