



Republic of the Philippines
CATANDUANES STATE UNIVERSITY
 Virac, Catanduanes
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Tanggapan ng Pangulo
 Office of the President

August 30, 2022

ADMINISTRATIVE BULLETIN
 No. 021, s. 2022

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

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31 AUG 2022

9:31 *[Signature]* PFMCS

Enclosed is a Notice of Vacant Position/s in this University as of **August 30, 2022**. All interested applicants shall submit their application letters on or before **September 9, 2022** 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. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website);
2. 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;
3. Certified true copy of Transcript of Records (Baccalaureate and Post-graduate studies, if applicable);
4. Certified true copy of Updated Service Record/Certificate of Employment (if applicable);
5. Certified true copy of Certificates of relevant Trainings/Seminars Attended;
6. Certified true copy of Certificate of Eligibility/Rating/License ID, if any;
7. Certified true copy of Performance Rating in the last two rating periods (if applicable);
8. Photocopy of Latest Appointment (if applicable);
9. Other documents relevant to the position applied for.

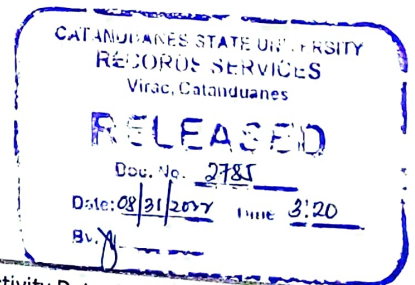
Be guided accordingly.

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

Incl.: As stated.

Copy furnished:

Chairperson, Corporate Communications Services
 The Resident Auditor
 This University



CSU-F-EAS-05

Rev. 0

Effectivity Date: June 1, 2015



NOTICE OF VACANT POSITION/S

as of AUG 30 2022

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	CATSCB-ADOF4-2-2004	15	₱35,097.00	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		Budget Services

Job Description:

1. Take responsibility of the maintenance of registries of allotments, obligations incurred and disbursements and prepares periodic financial status of funds.
2. Assist in the collation of budget proposals of various officers/units of the university.
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 duties as may be assigned by the immediate supervisor

Required Competencies:

Core:	Organizational:	Technical
1. Exemplifying integrity	1. Speaking effectively	1. Budget preparation
2. Delivering service excellence	2. Writing effectively	2. Budget processing, execution, and management
3. Solving problems and making decisions	3. Championing and applying innovations	3. Financial performance evaluation
	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 SEP 09 2022

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	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 AUG 30 2022

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 III	CATSCB-ADA3-25-2004	3	₱14,125.00	Completion of two (2) years studies in college	None required	None required	C.S. Sub-Professional/1st Level Eligibility		College of Science

Job Description:

1. Take charge of the recording, routing and releasing of incoming/outgoing communications and other reports of the office concerned
2. Receive and file communications, office instructions, memoranda, circular, evaluation forms, student records etc.
3. Prepare and keep office forms, control office supplies and materials
4. Perform clerical and messengerial tasks
5. Perform other duties that may be assigned by the immediate supervisor from time to time

Required Competencies:

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

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|--|---|

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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NOTICE OF VACANT POSITION/S

as of **AUG 30 2022**

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					Education	Training	Experience	Eligibility	
1	Farm Worker I	CATSCB-FAWK1-2-1998	2	₱13,305.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 – Cat. III)	College of Agriculture and Fisheries

Job Description:

1. Take charge of the manual work connected with plant propagation, application of fertilizer & pesticide, land preparation, draining, watering requirements, harvesting of horticulture and other farm products
2. Perform physical labor in the nursery and operate farm machinery under the supervision of immediate supervisor/s
3. Maintenance of the cleanliness and up-keep of the College's immediate premises
4. Assume responsibility for the tools, supplies and materials in his place of assignment
5. Provide the necessary precautionary measures in protecting the premises of the projects in his assignment
6. Coordinate and help in the establishment of the instructional, educational/research and productive projects of the College
7. Perform other duties as may be assigned by the immediate supervisor from time to time

Required Competencies:

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

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