



Republic of the Philippines
CATANDUANES STATE UNIVERSITY

Virac, Catanduanes

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Tanggapan ng Pangulo

Office of the President

August 16, 2022

ADMINISTRATIVE BULLETIN

No. 020, s. 2022


SUBJECT: ANNOUNCEMENT OF VACANT POSITIONS

TO: All Vice Presidents
All Assistant Vice Presidents
OIC, Panganiban Campus
Resident Auditor
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 **August 16, 2022**. All interested applicants shall submit their application letters on or before **August 26, 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. NBC 461 Personal Data Sheet (a copy may be secured at the HRMS or CatSU Website), for faculty/teaching item only
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.

Be guided accordingly.


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

Incl.: As stated.



NOTICE OF VACANT POSITION/S
 as of AUG 16 2022

No.	Position Title	Plantilla Item No.	Salary/Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	Instructor III	CATSCB-INST3-29-2022	14	₱32,321.00	Master's Degree in Nursing. In the absence of a qualified applicant, a graduate of Bachelor's degree in Nursing or allied/related field of study + 15 Units Master's Degree may be hired on temporary status	Four (4) hours of relevant training	One (1) year relevant experience	RA 1080 for courses requiring BAR/Board Eligibility	<ul style="list-style-type: none"> • Must have earned the needed number of points for the Common Criteria for Evaluation (CCE) as mandated by the National Budget Circular (NBC 461) • Must have earned a Performance Rating of at least Very Satisfactory in the last two (2) ratings periods prior to the date of application, if applicable 	College of Health Sciences
2		CATSCB-INST3-30-2022								
3		CATSCB-INST3-31-2022								
4		CATSCB-INST3-32-2022								
5		CATSCB-INST3-33-2022								
6		CATSCB-INST3-34-2022								
7		CATSCB-INST3-35-2022								
8	Instructor II	CATSCB-INST2-19-2022	13	₱29,798.00	Master's Degree in Nursing. In the absence of a qualified applicant, a graduate of Bachelor's degree in Nursing or allied/related field of study + 15 Units Master's Degree may be hired on temporary status	None Required	None Required	RA 1080 for courses requiring BAR/Board Eligibility	<ul style="list-style-type: none"> • Must have earned the needed number of points for the Common Criteria for Evaluation (CCE) as mandated by the National Budget Circular (NBC 461) • Must have earned a Performance Rating of at least Very Satisfactory in the last two (2) ratings periods prior to the date of application, if applicable 	College of Health Sciences
9		CATSCB-INST2-20-2022								
10		CATSCB-INST2-21-2022								
11		CATSCB-INST2-22-2022								
12		CATSCB-INST2-23-2022								
13		CATSCB-INST2-24-2022								
14		CATSCB-INST2-25-2022								
15		CATSCB-INST2-26-2022								
16		CATSCB-INST2-27-2022								
17		CATSCB-INST2-28-2022								
18	Instructor I	CATSCB-INST1-1-2022	12	₱27,608.00	Master's Degree in Nursing. In the absence of a qualified applicant, a graduate of Bachelor's degree in Nursing or allied/related field of study + 15 Units Master's Degree may be hired on temporary status	None Required	None Required	RA 1080 for courses requiring BAR/Board Eligibility	<ul style="list-style-type: none"> • Must have earned the needed number of points for the Common Criteria for Evaluation (CCE) as mandated by the National Budget Circular (NBC 461) • Must have earned a Performance Rating of at least Very Satisfactory in the last two (2) ratings periods prior to the date of application, if applicable 	College of Health Sciences
19		CATSCB-INST1-2-2022								
20		CATSCB-INST1-3-2022								
21		CATSCB-INST1-4-2022								
22		CATSCB-INST1-5-2022								
23		CATSCB-INST1-6-2022								
24		CATSCB-INST1-7-2022								
25		CATSCB-INST1-8-2022								
26		CATSCB-INST1-9-2022								
27		CATSCB-INST1-10-2022								



No.	Position Title	Plantilla Item No.	Salary/Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
28	Instructor I	CATSCB-INST1-11-2022								
29		CATSCB-INST1-12-2022								
30		CATSCB-INST1-13-2022								
31		CATSCB-INST1-14-2022								
32		CATSCB-INST1-15-2022								
33		CATSCB-INST1-16-2022								
34		CATSCB-INST1-17-2022								
35		CATSCB-INST1-18-2022								

Job Description:

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

Required Competencies:

- | | | |
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| <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 | <p>Technical</p> <ol style="list-style-type: none"> 3. Championing and applying innovations 4. Planning and delivering 5. Managing information 6. Collaboration and networking 1. Effective teaching and classroom management 2. Innovative instructional materials development | <ol style="list-style-type: none"> 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 |
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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 2022**.

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|---|---|
| <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 and Post-graduate studies if applicable); | <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. |
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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

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.**