



Republic of the Philippines  
**CATANDUANES STATE UNIVERSITY**

Virac, Catanduanes

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

March 29, 2022

ADMINISTRATIVE BULLETIN  
 No. 013, s. 2022

SUBJECT: REPOSTING OF VACANT POSITION/S

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

This is to announce the extension of deadline of submission of applications to the attached vacant positions in this University from March 24, 2022 to April 8, 2022. Application letter should be filed with the Human Resource Management Services CatSU Main Campus or to Ms. Zeldia F. Reyes, Administrative Officer IV Panganiban Campus, on or before April 8, 2022, together with the Letter of Intent, Statement of Authenticity and Veracity, and NBC 461 Personal Data Sheet (to be secured from the HRM Services CatSU Main Campus/Panganiban Campus or CatSU Website), duly accomplished, notarized Personal Data Sheet with recent passport-sized picture (CS Form 212, Revised 2017), and other required documents for evaluation.

Be guided accordingly.

PATRICK ALAIN T. AZANZA, Ph.D.  
 SUC President III

Incl.: As stated.



03/30/22



**NOTICE OF VACANT POSITION/S**

as of 03/20/2021

No.	Position Title	Plantilla Item No.	Salary/Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	Associate Professor V	CATSCB-APRO5-2-2009	23	₱78,455.00	Relevant Master's Degree	Sixteen (16) hours relevant training	Three (3) years relevant experience	RA 1080 for courses requiring BAR/Board Eligibility	• 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	CatSU Main and Panganiban Campus
2	Associate Professor III	CATSCB-APRO3-23-2019	21	₱62,449.00	Relevant Master's Degree	Eight (8) hours relevant training	Two (2) years relevant experience	RA 1080 for courses requiring BAR/Board Eligibility	• 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	CatSU Main and Panganiban Campus
3	Associate Professor III	CATSCB-APRO3-24-2019	21	₱62,449.00	Relevant Master's Degree	Eight (8) hours relevant training	Two (2) years relevant experience	RA 1080 for courses requiring BAR/Board Eligibility	• 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	CatSU Main and Panganiban Campus
4	Associate Professor III	CATSCB-APRO3-25-2019	21	₱62,449.00	Relevant Master's Degree	Eight (8) hours relevant training	Two (2) years relevant experience	RA 1080 for courses requiring BAR/Board Eligibility	• 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	CatSU Main and Panganiban Campus





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					Education	Training	Experience	Eligibility	Others	
5	Associate Professor III	CATSCB-APRO3-26-2019	21	₱62,449.00	Relevant Master's Degree	Eight (8) hours relevant training	Two (2) years relevant experience	RA 1080 for courses requiring BAR/Board Eligibility	<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) ratings periods prior to the date of application, if applicable</li> </ul>	CatSU Main and Panganiban Campus
6	Associate Professor III	CATSCB-APRO3-30-2019	21	₱62,449.00	Relevant Master's Degree	Eight (8) hours relevant training	Two (2) years relevant experience	RA 1080 for courses requiring BAR/Board Eligibility	<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) ratings periods prior to the date of application, if applicable</li> </ul>	CatSU Main and Panganiban Campus
7	Associate Professor II	CATSCB-APRO2-6-2019	20	₱55,799.00	Relevant Master's Degree	Eight (8) hours relevant training	Two (2) years relevant experience	RA 1080 for courses requiring BAR/Board Eligibility	<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) ratings periods prior to the date of application, if applicable</li> </ul>	CatSU Main and Panganiban Campus
8	Associate Professor II	CATSCB-APRO2-8-2019	20	₱55,799.00	Relevant Master's Degree	Eight (8) hours relevant training	Two (2) years relevant experience	RA 1080 for courses requiring BAR/Board Eligibility	<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) ratings periods prior to the date of application, if applicable</li> </ul>	CatSU Main and Panganiban Campus





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					Education	Training	Experience	Eligibility	Others	
9	Associate Professor I	CATSCB-APRO1-1-2012	19	₱49,835.00	Relevant Master's Degree	Eight (8) hours relevant training	Two (2) years relevant experience	RA 1080 for courses requiring BAR/Board Eligibility	<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) ratings periods prior to the date of application, if applicable</li> </ul>	CatSU Main and Panganiban Campus
10	Associate Professor I	CATSCB-APRO1-23-2019	19	₱49,835.00	Relevant Master's Degree	Eight (8) hours relevant training	Two (2) years relevant experience	RA 1080 for courses requiring BAR/Board Eligibility	<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) ratings periods prior to the date of application, if applicable</li> </ul>	CatSU Main and Panganiban Campus
11	Associate Professor I	CATSCB-APRO1-15-2019	19	₱49,835.00	Relevant Master's Degree	Eight (8) hours relevant training	Two (2) years relevant experience	RA 1080 for courses requiring BAR/Board Eligibility	<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) ratings periods prior to the date of application, if applicable</li> </ul>	CatSU Main and Panganiban Campus
12	Assistant Professor IV	CATSCB-AP4-15-2019	18	₱45,203.00	Relevant Master's Degree	Eight (8) hours relevant training	Two (2) years relevant experience	RA 1080 for courses requiring BAR/Board Eligibility	<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) ratings periods prior to the date of application, if applicable</li> </ul>	CatSU Main and Panganiban Campus





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					Education	Training	Experience	Eligibility	Others	
13	Assistant Professor IV	CATSCB-AP4-17-2019	18	₱45,203.00	Relevant Master's Degree	Eight (8) hours relevant training	Two (2) years relevant experience	RA 1080 for courses requiring BAR/Board Eligibility	<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) ratings periods prior to the date of application, if applicable</li> </ul>	CatSU Main and Panganiban Campus
14	Assistant Professor IV	CATSCB-AP4-18-2019	18	₱45,203.00	Relevant Master's Degree	Eight (8) hours relevant training	Two (2) years relevant experience	RA 1080 for courses requiring BAR/Board Eligibility	<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) ratings periods prior to the date of application, if applicable</li> </ul>	CatSU Main and Panganiban Campus
15	Assistant Professor IV	CATSCB-AP4-20-2019	18	₱45,203.00	Relevant Master's Degree	Eight (8) hours relevant training	Two (2) years relevant experience	RA 1080 for courses requiring BAR/Board Eligibility	<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) ratings periods prior to the date of application, if applicable</li> </ul>	CatSU Main and Panganiban Campus
16	Assistant Professor III	CATSCB-AP3-1-2014	17	₱41,508.00	Relevant Master's Degree	Four (4) hours relevant training	One (1) year relevant experience	RA 1080 for courses requiring BAR/Board Eligibility	<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) ratings periods prior to the date of application, if applicable</li> </ul>	CatSU Main and Panganiban Campus





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					Education	Training	Experience	Eligibility	Others	
17	Assistant Professor III	CATSCB-AP3-3-2008	17	₱41,508.00	Relevant Master's Degree	Four (4) hours relevant training	One (1) year relevant experience	RA 1080 for courses requiring BAR/Board Eligibility	<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) ratings periods prior to the date of application, if applicable</li> </ul>	CatSU Main and Panganiban Campus
18	Assistant Professor III	CATSCB-AP3-1-2019	17	₱41,508.00	Relevant Master's Degree	Four (4) hours relevant training	One (1) year relevant experience	RA 1080 for courses requiring BAR/Board Eligibility	<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) ratings periods prior to the date of application, if applicable</li> </ul>	CatSU Main and Panganiban Campus
19	Assistant Professor III	CATSCB-AP3-9-2019	17	₱41,508.00	Relevant Master's Degree	Four (4) hours relevant training	One (1) year relevant experience	RA 1080 for courses requiring BAR/Board Eligibility	<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) ratings periods prior to the date of application, if applicable</li> </ul>	CatSU Main and Panganiban Campus
20	Assistant Professor II	CATSCB-AP2-5-2012	16	₱38,150.00	Relevant Master's Degree	Four (4) hours relevant training	One (1) year relevant experience	RA 1080 for courses requiring BAR/Board Eligibility	<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) ratings periods prior to the date of application, if applicable</li> </ul>	CatSU Main and Panganiban Campus





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					Education	Training	Experience	Eligibility	Others	
21	Assistant Professor II	CATSCB-AP2-10-2019	16	₱38,150.00	Relevant Master's Degree	Four (4) hours relevant training	One (1) year relevant experience	RA 1080 for courses requiring BAR/Board Eligibility	<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) ratings periods prior to the date of application, if applicable</li> </ul>	CatSU Main and Panganiban Campus
22	Assistant Professor I	CATSCB-AP1-6-2019	15	₱35,097.00	Relevant Master's Degree	Four (4) hours relevant training	One (1) year relevant experience	RA 1080 for courses requiring BAR/Board Eligibility	<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) ratings periods prior to the date of application, if applicable</li> </ul>	CatSU Main and Panganiban Campus
23	Assistant Professor I	CATSCB-AP1-12-2019	15	₱35,097.00	Relevant Master's Degree	Four (4) hours relevant training	One (1) year relevant experience	RA 1080 for courses requiring BAR/Board Eligibility	<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) ratings periods prior to the date of application, if applicable</li> </ul>	CatSU Main and Panganiban Campus
24	Assistant Professor I	CATSCB-AP1-20-2005	15	₱35,097.00	Relevant Master's Degree	Four (4) hours relevant training	One (1) year relevant experience	RA 1080 for courses requiring BAR/Board Eligibility	<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) ratings periods prior to the date of application, if applicable</li> </ul>	CatSU Main and Panganiban Campus





No.	Position Title	Plantilla Item No.	Salary/Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
25	Instructor III	CATSCB-INST3-11-2008	14	₱32,321.00	Relevant Master's Degree	Four (4) hours relevant training	One (1) year relevant experience	RA 1080 for courses requiring BAR/Board Eligibility	• 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	CatSU Main and Panganiban Campus
26	Instructor III	CATSCB-INST3-5-2019	14	₱32,321.00	Relevant Master's Degree	Four (4) hours relevant training	One (1) year relevant experience	RA 1080 for courses requiring BAR/Board Eligibility	• 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	CatSU Main and Panganiban Campus
27	Instructor III	CATSCB-INST3-7-2019	14	₱32,321.00	Relevant Master's Degree	Four (4) hours relevant training	One (1) year relevant experience	RA 1080 for courses requiring BAR/Board Eligibility	• 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	CatSU Main and Panganiban Campus

**Job Description:**

Associate Professor I - V  
 70% - Instruction ; 15% - Research; 15% - Extension and/or Production  
 Instructor III - Assistant Professor IV  
 100% Instruction; but without prejudice to being assigned to conduct Research, Extension and Production Services/Activities

**Required Competencies:**

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





Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than 04/06/2023.

- |   |  |
|---|--|
| 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 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

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

*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.*