



Tanggapan ng Pangulo
Office of the President

April 5, 2022

ADMINISTRATIVE BULLETIN

No. 014, s. 2022

SUBJECT: ANNOUNCEMENT OF VACANT POSITION/S

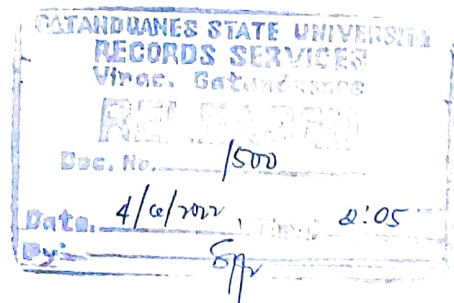
TO: All Vice-Presidents
All Assistant Vice-Presidents
OIC, Panganiban Campus
Resident Auditor
FFU President
CASUNEA President
All Deans/Directors
Principal/Officers of Student Support Services
Chiefs of Offices
This University

Enclosed is a Notice of Vacant Position/s in this University as of April 4, 2022. Application letter should be filed with the Human Resource Management Services CatSU Main Campus or to Ms. Zelda F. Reyes, Administrative Officer IV Panganiban Campus, on or before April 19, 2022, together with the Letter of Intent, and Statement of Authenticity and Veracity, 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.





NOTICE OF VACANT POSITION/S
 as of April 10, 2022

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	Accountant II	CATSCB-A2-1-1998	16	₱38,150.00	Bachelor's Degree in Commerce/ Business Administration major in Accounting	Four (4) hours relevant training	One (1) year relevant experience	RA 1080 (CPA)		Accounting Services

Job Description:

1. Assist the Accountant III in supervising and directing the accounting activities
2. Check and verify journal entries prepared on E-NGAS
3. Supervise and assist in the preparation of the monthly financial report for the Catanduanes State University
4. For and in the absence of the Accountant III, sign documents and correspondence as second priority pertaining to Catanduanes State University
5. Process all papers involving transactions of the CatSU and ascertain that proper accounting and auditing rules are observed
6. Supervise the keeping of accounting records, reconciliation of statements, subsidiary ledgers, budget accountability reports and other financial statements
7. Plan distribution of works among subordinates, give instructions and guidance in work methods and procedures, discipline and efficiency of Accounting Services staff
8. Perform other related duties as may be assigned by the immediate supervisor from time to time

Required Competencies:

Core 1. Exemplifying integrity 2. Delivering service excellence 3. Solving problems and making decisions Organizational: 1. Speaking effectively 2. Writing effectively	3. Championing and applying innovations 4. Planning and delivering 5. Managing information 6. Collaboration and networking Leadership: 1. Thinking strategically and creatively 2. Leading change	3. Building collaborative, inclusive working relationships 4. Managing performance and coaching for results 5. Creating and nurturing high performing organization Technical 1. Accounting and financial management 2. Familiarity with the Government Procurement and Reform Act (RA 9184 and its IRR)
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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 April 10, 2022

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, Post-graduate);	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:

M.A. 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 APR 04 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 VI	CATSCB-ADA6-6-2004	6	₱16,877.00	Completion of two (2) years studies in college	None required	None required	C.S. Sub-Professional/1st Level Eligibility		Cashiering Services

Job Description:

1. Prepare checks for Fund 101 and corresponding ACIC
2. Prepare reports for check disbursement for the following funds: Current Account, Trust Account, and Special Account
3. Take in custody of petty cash and prepare replenishment/report of disbursement
4. Issue Official Receipts to students.
5. Perform other related functions/duties that may be assigned from time to time

Required Competencies:

Core:

1. Exemplifying integrity
2. Delivering service excellence
3. Solving problems and making decisions

Organizational:

1. Speaking effectively
2. Writing effectively

3. Championing and applying innovations
4. Planning and delivering
5. Managing information
6. Collaboration and networking
- Technical
1. Cash management
2. Computer skills

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than APR 10 2022

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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 POSITIONS
 as of APR 04 2019

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	Laboratory Technician II	CATSCB-LABT2-45-2021 CATSCB-LABT2-43-2021	8	₱18,998.00	Two (2) years studies in college	Four (4) hours relevant training	One (1) year relevant experience	Laboratory Technician (CSC MC 10, s. 2013 – Cat. II)		College of Engineering

Preferred Qualification

Graduate of Engineering course/s

Job Description:

1. Check and monitor all computer units and other equipment in the laboratory rooms
2. Perform preventive maintenance of computer units and other equipment
3. Assist faculty during laboratory exercises and troubleshoot problems that may occur
4. Perform structured cabling and monitor network connections in all laboratory rooms
5. Maintain cleanliness and orderliness in all laboratory rooms
6. Perform other related duties that may be assigned by the immediate supervisor from time to time

Required Competencies:

Core:	Organizational:	Technical
1. Exemplifying integrity	1. Speaking effectively	1. Laboratory instrumentation background
2. Delivering service excellence	2. Writing effectively	2. Laboratory supplies management, storage and disposal
3. Solving problems and making decisions	3. Championing and applying innovations	
		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 APR 19 2019

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| 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; |
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MA. SIONNE MAY T. CRISPINO
 Administrative Officer V, Human Resource Management Services
 Catanduanes State University
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