



Tanggapan ng Pangulo

Office of the President

June 14, 2022

ADMINISTRATIVE BULLETIN

No. 017, 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

Enclosed is a Notice of Vacant Position/s in this University as of June 14, 2022. All interested applicants shall submit their application letters on or before June 29, 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:

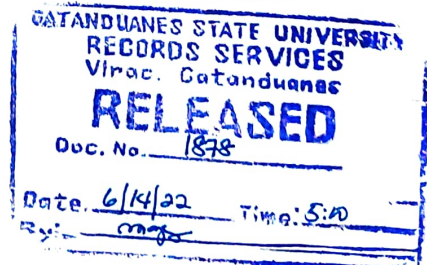
1. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website);
2. Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph;
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
Resident Auditor
This University





NOTICE OF VACANT POSITIONS/
 as of September 17, 2020

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 V	CATSCB-ADOF5-1-2004	18	₱45,203.00	Bachelor's degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	C.S. Professional/ 2nd Level Eligibility		Budget Services

Job Description:

1. Supervise the preparation and submission of Agency Budget Matrix (ABM), monitor and record allotments received by the Agency from the DBM, obligations, and the preparation and submission of required reports
2. Certify as to availability of allotment
3. Supervise the preparation of Special Budget for Income, monitor and record allotment and obligation incurred
4. Supervise preparation of Internal Operating Budget (IOB) for approval of the President and the Board of Regents; advise responsible officials of final IOB
5. Render technical assistance in financial matters relative to the Unit/College/Division's functions and programs
6. Render technical assistance to budget examiners and auditors
7. Prepare forms, orders, circulars embodying instructions for budget and allotment control
8. Inform the head of the agency about significant findings contained in the reports and imitate/suggest remedial action when necessary
9. Perform other functions/duties that the immediate supervisors may be assigned from time to time

Required Competencies:

- | | | | |
|--|---|--|--|
| Core: | 2. Writing effectively | Leadership: | 5. Creating and nurturing high performing organization |
| 1. Exemplifying integrity | 3. Championing and applying innovations | 1. Thinking strategically and creatively | Technical |
| 2. Delivering service excellence | 4. Planning and delivering | 2. Leading change | 1. Budget and financial management |
| 3. Solving problems and making decisions | 5. Managing information | 3. Building collaborative, inclusive working relationships | 2. Computer skills |
| Organizational: | 6. Collaboration and networking | 4. Managing performance and coaching for results | |
| 1. Speaking effectively | | | |

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than September 23, 2020.

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| 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, 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.

