



Tanggapan ng Pangulo
Office of the President

April 21, 2022

ADMINISTRATIVE BULLETIN
No. 015, 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 20, 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 30, 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 APR 20 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 Assistant VI	CATSCB-ADAS6-9-2017	12	₱27,608.00	Completion of two (2) years studies in college	Eight (8) hours relevant training	Two (2) years relevant experience	C.S. Sub-Professional/ 1st Level Eligibility		Planning Development and Information System Services

Job Description:

1. Assist in the formulation and development of short, medium and long-range development plans
2. Manage the submission of reports required by the different government agencies such as but not limited to DBM, NEDA, CHED on a quarterly, semi-annually or yearly basis
3. Assist in the preparation of the PBB Report, Normative Financing Report, Quarterly Physical Report of Operation (BAR 1), SUC Levelling, Horizontal Typology, and other reports
4. Assist in the preparation of Regional Development Council (RDC) Budget Review Forms and Budget Preparation Forms
5. Prepare Comprehensive Project Profile, Project Proposals and Rolling Infrastructure Projects in consultation with campus/colleges/units for local, foreign, internal and external funding
6. Assist in the review of OPCR and DPCR of the different offices/units
7. Perform other related duties and functions that may be assigned from time to time by immediate supervisor

Required Competencies:

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

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than APR 30 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 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); | 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 APR 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	Nurse III	CATSCB-NURS3-3-2010	17	₱41,508.00	Bachelor of Science in Nursing	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080 (Registered Nurse)		Medical and Dental Services

Job Description:

1. Treat minor ailments and assist/attend to emergency cases
2. Conduct health education to employees and students
3. Prepare and maintain student and employee health records
4. Assist in health assessment and evaluation of employees and students
5. Perform other related duties and functions that may be assigned from time to time by immediate supervisor

Required Competencies:

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

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