



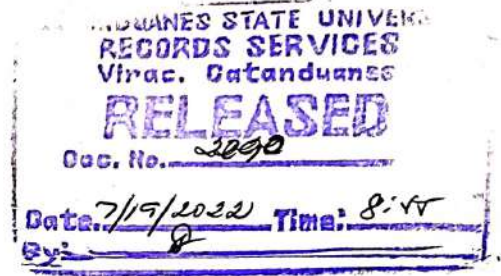
Tanggapan ng Pangulo
 Office of the President

July 18, 2022

ADMINISTRATIVE BULLETIN
 No. 018, 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 July 18, 2022. All interested applicants shall submit their application letters on or before July 28, 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

7/19/22
 9:29



10:40

NOTICE OF VACANT POSITION/S
 as of 11/18/2022

| 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 III | CATSCB-ADA3-2-2018 | 3 | ₱14,125.00 | Completion of two (2) years studies in college | None required | None required | C.S. Sub-Professional/1st Level Eligibility | | Executive Assistance Services |

Job Description:

1. Take charge of the recording, routing and releasing of incoming and outgoing communications and other reports to the Office concerned
2. Receive and file communications, office instructions, memoranda, circular, evaluation forms etc.
3. Prepare and keep office forms, control office supplies and materials
4. Perform clerical tasks
5. Perform other 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. Records management |
| 2. Delivering service excellence | 2. Writing effectively | 2. Computer skills |
| 3. Solving problems and making decisions | 3. Championing and applying innovations | 3. Corporate communication |
| 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 11/28/2022.

| | |
|--|--|
| 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; |
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| 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.



NOTICE OF VACANT POSITION/S

as of III 18 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 IV | CATSCB-ADA4-27- 2004 | 4 | ₱14,993.00 | Completion of two (2) years studies in college | None required | None required | C.S. Sub-Professional/ 1st Level Eligibility | | College of Engineering |

Job Description:

1. Take charge of the recording, routing and releasing of incoming and outgoing communications and other reports to the Office concerned
2. Receive and file communications, office instructions, memoranda, circular, evaluation forms etc.
3. Prepare and keep office forms, control office supplies and materials
4. Perform clerical and messengerial tasks
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|--|---|--------------------|
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| 2. Delivering service excellence | 2. Writing effectively | 2. Computer skills |
| 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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- | | |
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| 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; |
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