



NOTICE OF VACANT POSITION/S

as of JUN 02 2022

No.	Position Title	Plantilla Item No.	Salary/Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	Farm Worker II	CATSCB-FAWK2-1-1998	4	₱14,993.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96-Cat. III)		College of Agriculture and Fisheries

Job Description:

1. Take charge of the manual work connected with plant propagation, application of fertilizer & pesticide, land preparation, draining, watering requirements, harvesting of horticulture and other farm products
2. Perform physical labor in the nursery and operate farm machinery under the supervision of immediate supervisor/s
3. Maintenance of the cleanliness and up-keep of the College's immediate premises
4. Assume responsibility for the tools, supplies and materials in his place of assignment
5. Provide the necessary precautionary measures in protecting the premises of the projects in his assignment
6. Coordinate and help in the establishment of the instructional, educational/research and productive projects of the College
7. Perform other 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	Technical 1. Manual and mechanical skills 2. IT skills, knowledge about hydroponic system, precision agriculture and modern farming
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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 JUN 13 2022.

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| 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 and Post-graduate studies); | 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:

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.**