



**NOTICE OF VACANT POSITION/S**

as of **AUG 08 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 II	CATSCB-ADAS2-4-2004	8	₱18,998.00	Completion of 2 years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	C.S. Sub-Professional / 1st Level Eligibility		Human Resource Management Services (HRMS)

**Job Description:**

1. Prepare, process, update and maintain appointment, employee compensation and benefits, personnel records, documents, Learning and Development, rewards and recognition
2. Assist the Human Resource Management Officers in the Recruitment, Selection, and Placement process
3. Assist the Human Resource Management Officers in the preparation and submission of Personnel/HR Reports and other documents
4. Perform other duties that may be assigned by the immediate supervisor from time to time

**Required Competencies:**

Core:	Organizational:	4. Planning and delivering	Technical	4. Front Office Services
1. Exemplifying integrity	1. Speaking effectively	5. Managing information	1. Records management	5. Benefits Compensation
2. Delivering service excellence	2. Writing effectively	6. Collaboration and networking	2. Computer skills	and Welfare management
3. Solving problems and making decisions	3. Championing and applying innovations		3. Recruitment, selection and placement	

**AUG 18 2022**

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

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 <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> ;	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

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**Job Description:**

- Assists in the formulation of plans and programs in line with public relations and media communications services of the university
- Provides administrative support services in sustaining efficiently various paper documentations, information tracking and monitoring (print, broadcast and social/web media) and other mandated reports in conforman with set standards
- Assists in the production of print, and audio-visual materials of the office for dissemination and/or presentation in various publics and media
- Assists in various audio-visual and multi-media services to other university offices/colleges
- Provides assistance in photo-video documentations of various university activities and events

**Required Competencies:**

Core:	Organizational:		Technical
1. Exemplifying integrity	1. Speaking effectively	4. Planning and delivering	1. Multi-media Arts/Creative Design
2. Delivering service excellence	2. Writing effectively	5. Managing information	2. Computer Skills
3. Solving problems and making decisions	3. Championing and applying innovations	6. Collaboration and networking	3. Public Relations Management
			4. Presentations Skills

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1	Nurse 1	CATSCB-NUR1-31-2017	15	₱35,097.00	Bachelor of Science in Nursing	None required	None required	R.A. 1080 (Registered Nurse)	Medical and Dental Services (Auxiliary Services)

**Job Description:**

1. Treats minor ailments and assists/attends to emergency cases
2. Conduct health education, guidance and counseling to students and employees
3. Prepares and maintains students and employees' health record
4. Assists in periodic health assessment and evaluation of students and employees
5. Performs other related works as may be assigned by the 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. 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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					Education	Training	Experience	Eligibility		Others
1	Administrative Aide VI	CATSCB-ADA6-20-2004	6	₱16,877.00	Completion of 2 years studies in college	None required	None required	C.S. Sub-Professional / 1st Level Eligibility		College of Health Sciences (CHS)

**Job Description:**

1. Perform clerical and messengerial tasks
2. File, maintain custody of college records, documents, communications, issuances
3. Assist the College Dean and faculty in the conduct of college activities
4. Perform other related duties that may be assigned by the immediate supervisor from time to time

**Required Competencies:**

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

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					Education	Training	Experience	Eligibility	
1	Laboratory Technician I	CATSCB-LABT1-1-1998	6	16,877.00	Completion of two (2) years studies in college	None required	None required	Laboratory Technician (CSC MC 10, s. 2013 Category II)	College of Arts and Sciences

**Job Description:**

1. Assist/facilitate laboratory services such as issuance and preparation of laboratory equipment, apparatuses, and chemicals during laboratory classes/experiments
2. Perform laboratory operations and hygiene duties such as disposal of laboratory waste, safe storage and protocol in handling of laboratory chemicals and apparatus
3. Maintain cleanliness, workability of laboratory materials and equipment
4. Assist in maintaining updated inventory of laboratory supplies, materials, chemicals, equipment and assist in order/procurement of stocks for laboratory use
5. Perform other related duties as may assigned by immediate supervisor

**Required Competencies:**

- |   |  |  |   |
|---|--|--|---|
| <b>Core:</b><br>1. Exemplifying integrity<br>2. Delivering service excellence<br>3. Solving problems and making decisions | <b>Organizational:</b><br>1. Speaking effectively<br>2. Writing effectively<br>3. Championing and applying innovations | 4. Planning and delivering<br>5. Managing information<br>6. Collaboration and networking | <b>Technical</b><br>1. Laboratory instrumentation background<br>2. Laboratory supplies management, storage and disposal |
|---|--|--|---|

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					Education	Training	Experience	Eligibility	Others	
1	Administrative Aide IV	CATSCB-ADA4-32-2004	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 Education (COED)

**Job Description:**

1. Take charge of the recording, routing and releasing of incoming/outgoing communications and other reports of 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
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. Record management
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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1	Administrative Aide IV	CATSCB-ADA4-6-2004	4	₱14,993.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013-Cat. IV)		Motor Pool Services

**Job Description:**

- Convey CatSU officials on official business within or outside CatSU; ensure safety and property while driving; observe traffic rules and regulations and report involvement in any vehicular accident; record and submit trip forms
- Assist in the maintenance and overhauling of vehicles; maintain vehicle cleanliness and good running condition; and report/recommend for repair/replacement of damaged parts to ensure serviceability of vehicles at all times
- Perform other functions/duties that may be assigned by the immediate supervisor from time to time

**Required Competencies:**

<b>Core:</b>	<b>Organizational:</b>	<b>Technical</b>
1. Exemplifying integrity	1. Speaking effectively	1. Driving Skills
2. Delivering service excellence	2. Writing effectively	2. Vehicle maintenance and servicing
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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