



Tanggapan ng Pangulo
Office of the President

January 7, 2022

ADMINISTRATIVE BULLETIN
 No. 004, s. 2022

SUBJECT: ANNOUNCEMENT OF VACANT POSITION/S

TO: All Vice-Presidents
 All Assistant Vice-Presidents
 OIC, Panganiban Campus
 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 January 10, 2022, for the following position:

- Five (5) Associate Professor IV, SG-22
 Item No.: CATSCB-APRO4-7-2008
 CATSCB-APRO4-37-2019
 CATSCB-APRO4-34-2019
 CATSCB-APRO4-38-2019
 CATSCB-APRO4-35-2019
 CatSU Main and Panganiban Campus

Qualification Standards

Education	: Relevant Master's Degree
Experience	: Three (3) years relevant experience
Training	: Sixteen (16) hours relevant training
Eligibility	: RA 1080 (for courses requiring BAR or Board Eligibility)
Others	: Must have earned the needed number of points for the Common Criteria for Evaluation (CCE) and Qualitative Contribution Evaluation as mandated by the National Budget Circular (NBC 461) and must have earned a Performance Rating of at least Very Satisfactory in the last two (2) rating periods prior to the date of application

- Two (2) Associate Professor III, SG-21
 Item No.: CATSCB-APRO3-31-2019
 CATSCB-APRO3-28-2019
 CatSU Main and Panganiban Campus

Qualification Standards

Education	: Relevant Master's Degree
Experience	: Two (2) years relevant experience
Training	: Eight (8) hours relevant training
Eligibility	: RA 1080 (for courses requiring BAR or Board Eligibility)
Others	: Must have earned the needed number of points for the Common Criteria for Evaluation (CCE) and Qualitative Contribution Evaluation as mandated by the National Budget Circular (NBC 461) and must have earned a Performance Rating of at least Very Satisfactory in the last two (2) rating periods prior to the date of application

- Two (2) Associate Professor II, SG-20
 Item No.: CATSCB-APRO2-3-2008
 CATSCB-APRO2-5-2019
 CatSU Main and Panganiban Campus

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Qualification Standards

- Education : Relevant Master's Degree
- Experience : Two (2) years relevant experience
- Training : Eight (8) hours relevant training
- Eligibility : RA 1080 (for courses requiring BAR or Board Eligibility)
- Others : Must have earned the needed number of points for the Common Criteria for Evaluation (CCE) and Qualitative Contribution Evaluation as mandated by the National Budget Circular (NBC 461) and must have earned a Performance Rating of at least Very Satisfactory in the last two (2) rating periods prior to the date of application

4. Five (5) Associate Professor I, SG-19

- Item No.: CATSCB-APRO1-19-2019
- CATSCB-APRO1-20-2019
- CATSCB-APRO1-22-2019
- CATSCB-APRO1-16-2019
- CATSCB-APRO1-3-2014

CatSU Main and Panganiban Campus

Qualification Standards

- Education : Relevant Master's Degree
- Experience : Two (2) years relevant experience
- Training : Eight (8) hours relevant training
- Eligibility : RA 1080 (for courses requiring BAR or Board Eligibility)
- Others : Must have earned the needed number of points for the Common Criteria for Evaluation (CCE) and Qualitative Contribution Evaluation as mandated by the National Budget Circular (NBC 461) and must have earned a Performance Rating of at least Very Satisfactory in the last two (2) rating periods prior to the date of application

5. Five (5) Assistant Professor IV, SG-18

- Item No.: CATSCB-AP4-16-2019
- CATSCB-AP4-13-2019
- CATSCB-AP4-22-2019
- CATSCB-AP4-8-2017
- CATSCB-AP4-19-2019

CatSU Main and Panganiban Campus

Qualification Standards

- Education : Relevant Master's Degree
- Experience : Two (2) years relevant experience
- Training : Eight (8) hours relevant training
- Eligibility : RA 1080 (for courses requiring BAR or Board Eligibility)
- Others : Must have earned the needed number of points for the Common Criteria for Evaluation (CCE) and Qualitative Contribution Evaluation as mandated by the National Budget Circular (NBC 461) and must have earned a Performance Rating of at least Very Satisfactory in the last two (2) rating periods prior to the date of application

6. Seven (7) Assistant Professor III, SG-17

- Item No.: CATSCB-AP3-23-1998
- CATSCB-AP3-8-2019
- CATSCB-AP3-2-2019
- CATSCB-AP3-4-2019
- CATSCB-AP3-3-2019



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CATSCB-AP3-5-2019
 CATSCB-AP3-6-2019
 CatSU Main and Panganiban Campus

Qualification Standards

Education : Relevant Master's Degree
 Experience : One (1) year relevant experience
 Training : Four (4) hours relevant training
 Eligibility : RA 1080 (for courses requiring BAR or Board Eligibility)
 Others : Must have earned the needed number of points for the Common Criteria for Evaluation (CCE) and Qualitative Contribution Evaluation as mandated by the National Budget Circular (NBC 461) and must have earned a Performance Rating of at least Very Satisfactory in the last two (2) rating periods prior to the date of application

7. Six (6) Assistant Professor II, SG-16
 Item No.: CATSCB-AP2-1-2012
 CATSCB-AP2-11-2019
 CATSCB-AP2-9-2019
 CATSCB-AP2-5-2019
 CATSCB-AP2-6-2019
 CATSCB-AP2-4-2019
 CatSU Main and Panganiban Campus

Qualification Standards

Education : Relevant Master's Degree
 Experience : One (1) year relevant experience
 Training : Four (4) hours relevant training
 Eligibility : RA 1080 (for courses requiring BAR or Board Eligibility)
 Others : Must have earned the needed number of points for the Common Criteria for Evaluation (CCE) and Qualitative Contribution Evaluation as mandated by the National Budget Circular (NBC 461) and must have earned a Performance Rating of at least Very Satisfactory in the last two (2) rating periods prior to the date of application

8. Three (3) Assistant Professor I, SG-15
 Item No.: CATSCB-AP1-12-2008
 CATSCB-AP1-7-2019
 CATSCB-AP1-9-2019
 CatSU Main and Panganiban Campus

Qualification Standards

Education : Relevant Master's Degree
 Experience : One (1) year relevant experience
 Training : Four (4) hours relevant training
 Eligibility : RA 1080 (for courses requiring BAR or Board Eligibility)
 Others : Must have earned the needed number of points for the Common Criteria for Evaluation (CCE) and Qualitative Contribution Evaluation as mandated by the National Budget Circular (NBC 461) and must have earned a Performance Rating of at least Very Satisfactory in the last two (2) rating periods prior to the date of application

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 January 20, 2022, together with the Letter of Intent and Statement of Authenticity



Republic of the Philippines
CATANDUANES STATE UNIVERSITY

Virac, Catanduanes

e-mail: csu2012@catanduanesstateu.edu.ph

website: www.catanduanesstateu.edu.ph : Globe (0917) 461 6325; TnT (0948) 906 5322



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and Veracity (to be secured from the HRM Services CatSU Main Campus/Panganiban Campus or CatSU Website), 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., J.D.
SUC President III

Incl.: As stated.



NOTICE OF VACANT POSITION/S
 as of 11/10/2022

No.	Position Title	Plantilla Item No.	Salary/Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	Associate Professor IV	CATSCB-APRO4-7-2008	22	P68,415.00	Relevant Master's Degree	Sixteen (16) hours relevant training	Three (3) years relevant experience	RA 1080 for courses requiring BAR/Board Eligibility	<ul style="list-style-type: none"> • Must have earned the needed number of points for the Common Criteria for Evaluation (CCE) and Qualitative Contribution Evaluation as mandated by the National Budget Circular (NBC 461) • Must have earned a Performance Rating of at least Very Satisfactory in the last two (2) ratings periods prior to the date of application 	CatSU Main and Panganiban Campus
2		CATSCB-APRO4-37-2019								
3		CATSCB-APRO4-34-2019								
4		CATSCB-APRO4-38-2019								
5		CATSCB-APRO4-35-2019								
6	Associate Professor III	CATSCB-APRO3-31-2019	21	P60,901.00	Relevant Master's Degree	Eight (8) hours relevant training	Two (2) years relevant experience	RA 1080 for courses requiring BAR/Board Eligibility	<ul style="list-style-type: none"> • Must have earned the needed number of points for the Common Criteria for Evaluation (CCE) and Qualitative Contribution Evaluation as mandated by the National Budget Circular (NBC 461) • Must have earned a Performance Rating of at least Very Satisfactory in the last two (2) ratings periods prior to the date of application 	CatSU Main and Panganiban Campus
7		CATSCB-APRO3-28-2019								
8	Associate Professor II	CATSCB-APRO2-3-2008	20	P54,251.00	Relevant Master's Degree	Eight (8) hours relevant training	Two (2) years relevant experience	RA 1080 for courses requiring BAR/Board Eligibility	<ul style="list-style-type: none"> • Must have earned the needed number of points for the Common Criteria for Evaluation (CCE) and Qualitative Contribution Evaluation as mandated by the National Budget Circular (NBC 461) • Must have earned a Performance Rating of at least Very Satisfactory in the last two (2) ratings periods prior to the date of application 	CatSU Main and Panganiban Campus
9		CATSCB-APRO2-5-2019								
10	Associate Professor I	CATSCB-APRO1-19-2019	19	P48,313.00	Relevant Master's Degree	Eight (8) hours relevant training	Two (2) years relevant experience	RA 1080 for courses requiring BAR/Board Eligibility	<ul style="list-style-type: none"> • Must have earned the needed number of points for the Common Criteria for Evaluation (CCE) and Qualitative Contribution Evaluation as mandated by the National Budget Circular (NBC 461) • Must have earned a Performance Rating of at least Very Satisfactory in the last two (2) ratings periods prior to the date of application 	CatSU Main and Panganiban Campus
11		CATSCB-APRO1-20-2019								
12		CATSCB-APRO1-22-2019								
13		CATSCB-APRO1-16-2019								
14		CATSCB-APRO1-3-2014								



No.	Position Title	Plantilla Item No.	Salary/Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
15	Assistant Professor IV	CATSCB-AP4-16-2019	18	P43,681.00	Relevant Master's Degree	Eight (8) hours relevant training	Two (2) years relevant experience	RA 1080 for courses requiring BAR/Board Eligibility	<ul style="list-style-type: none"> • Must have earned the needed number of points for the Common Criteria for Evaluation (CCE) and Qualitative Contribution Evaluation as mandated by the National Budget Circular (NBC 461) • Must have earned a Performance Rating of at least Very Satisfactory in the last two (2) ratings periods prior to the date of application 	CatSU Main and Panganiban Campus Campus
16		CATSCB-AP4-13-2019								
17		CATSCB-AP4-22-2019								
18		CATSCB-AP4-8-2017								
19		CATSCB-AP4-19-2019								
20	Assistant Professor III	CATSCB-AP3-23-1998	17	P39,986.00	Relevant Master's Degree	Four (4) hours relevant training	One (1) year relevant experience	RA 1080 for courses requiring BAR/Board Eligibility	<ul style="list-style-type: none"> • Must have earned the needed number of points for the Common Criteria for Evaluation (CCE) and Qualitative Contribution Evaluation as mandated by the National Budget Circular (NBC 461) • Must have earned a Performance Rating of at least Very Satisfactory in the last two (2) ratings periods prior to the date of application 	CatSU Main and Panganiban Campus Campus
21		CATSCB-AP3-8-2019								
22		CATSCB-AP3-2-2019								
23		CATSCB-AP3-4-2019								
24		CATSCB-AP3-3-2019								
25		CATSCB-AP3-5-2019								
26		CATSCB-AP3-6-2019								
27	Assistant Professor II	CATSCB-AP2-1-2012	16	P36,628.00	Relevant Master's Degree	Four (4) hours relevant training	One (1) year relevant experience	RA 1080 for courses requiring BAR/Board Eligibility	<ul style="list-style-type: none"> • Must have earned the needed number of points for the Common Criteria for Evaluation (CCE) and Qualitative Contribution Evaluation as mandated by the National Budget Circular (NBC 461) • Must have earned a Performance Rating of at least Very Satisfactory in the last two (2) ratings periods prior to the date of application 	CatSU Main and Panganiban Campus Campus
28		CATSCB-AP2-11-2019								
29		CATSCB-AP2-9-2019								
30		CATSCB-AP2-5-2019								
31		CATSCB-AP2-6-2019								
32		CATSCB-AP2-4-2019								
33	Assistant Professor I	CATSCB-AP1-12-2008	15	P33,575.00	Relevant Master's Degree	Four (4) hours relevant training	One (1) year relevant experience	RA 1080 for courses requiring BAR/Board Eligibility	<ul style="list-style-type: none"> • Must have earned the needed number of points for the Common Criteria for Evaluation (CCE) and Qualitative Contribution Evaluation as mandated by the National Budget Circular (NBC 461) • Must have earned a Performance Rating of at least Very Satisfactory in the last two (2) ratings periods prior to the date of application 	CatSU Main and Panganiban Campus Campus
34		CATSCB-AP1-7-2019								
35		CATSCB-AP1-9-2019								



Job Description:		
Professor I-VI 50% - Instruction 50% - Research	Associate Professor I - V 70% - Instruction 15% - Research 15% - Extension and/or Production	Assistant Professor I - IV and Instructor I - III 100% Instruction; but without prejudice to being assigned to conduct Research, Extension and Production Services/Activities
Required Competencies:		
Core 1. Exemplifying integrity 2. Delivering service excellence 3. Solving problems and making decisions	3. Championing and applying innovations 4. Planning and delivering 5. Managing information 6. Collaboration and networking	3. Critical thinking and problem solving 4. Consultation and advising 5. Computer Savvy 6. Exemplifying proficiency in research 7. Publication writing 8. Knowledge in technology transfer management 9. Production and entrepreneurship management 10. Quality assurance management
Organizational: 1. Speaking effectively 2. Writing effectively	Technical 1. Effective teaching and classroom management 2. Innovative instructional materials development	
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; 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, if applicable);	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.	

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

**APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
 LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.**

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.