

NOTICE OF VACANT POSITION/S
 as of July 21, 2021

No.	Position Title	Plantilla Item No.	Salary/Job/ Pay Grade	Monthly Salary	Qualification Standards					
					Education	Training	Experience	Eligibility	Research Output	Community Extension Service
1	Professor VI [2 items]	CATSCB-PROF6-1-2017; CATSCB-PROF6-10-1998	29	₱161,231.00	Doctoral degree	Locally and Nationally Recognized for Academic Achievement	Holds Special Designation	None required; RA 1080 (for courses requiring BAR or Board Eligibility)	Funded Research (Local and National, International Level)	Significant contribution for National Development
2	Professor III	CATSCB-PROF3-1-2017	26	₱111,742.00	Doctoral degree	48 hours of relevant training	9 years of relevant experience + VS Performance Rating	None required; RA 1080 (for courses requiring BAR or Board Eligibility)	Scientific, Educational, Technical, Technological Research	Significant contribution for Community Development
3	Professor I	CATSCB-PROF1-3-2009	24	₱86,742.00	Doctoral degree	40 hours of relevant training	8 years of relevant experience + VS Performance Rating	None required; RA 1080 (for courses requiring BAR or Board Eligibility)	Scientific, Educational, Technical, Technological Research	Significant contribution for Community Development
4	Associate Professor V [7 items]	CATSCB-APRO5-8-2019; CATSCB-APRO5-3-2009; CATSCB-APRO5-4-2014; CATSCB-APRO5-1-2017; CATSCB-APRO5-1-2009; CATSCB-APRO5-2-2012; CATSCB-APRO5-4-2017	23	₱76,907.00	Master's degree + Doctoral Academic Units completed	40 hours of relevant training	7 years of relevant experience + VS Performance Rating	None required; RA 1080 (for courses requiring BAR or Board Eligibility)	Community-Based Action Research/ Published Research	Civic Welfare Service
5	Associate Professor IV [5 items]	CATSCB-APRO4-6-2017; CATSCB-APRO4-2-2014; CATSCB-APRO4-1-2017; CATSCB-APRO4-2-2017; CATSCB-APRO4-3-2017,	22	₱68,415.00	Master's degree + 24 units in Doctorate	35 hours of relevant training	6 years of relevant experience + VS Performance Rating	None required; RA 1080 (for courses requiring BAR or Board Eligibility)	Community-Based Action Research/ Published Research	Civic Welfare Service



No.	Position Title	Plantilla Item No.	Salary/Job/ Pay Grade	Monthly Salary	Qualification Standards					
					Education	Training	Experience	Eligibility	Research Output	Community Extension Service
6	Associate Professor III [7 items]	CATSCB-APRO3-2-2009; CATSCB-APRO3-7-2009; CATSCB-APRO3-32-2019; CATSCB-APRO3-1-2014; CATSCB-APRO3-2-2017; CATSCB-APRO3-6-2009; CATSCB-APRO3-8-2009	21	₱60,901.00	Master's degree + 18 units in Doctorate	35 hours of relevant training	6 years of relevant experience + VS Performance Rating	None required; RA 1080 (for courses requiring BAR or Board Eligibility)	Community-Based Action Research/ Published Research	Civic Welfare Service
7	Associate Professor II [5 items]	CATSCB-APRO2-2-2009; CATSCB-APRO2-5-2009; CATSCB-APRO2-7-2009; CATSBC-APRO2-10-2019; CATSCB-APRO2-1-2014	20	₱54,251.00	Master's degree + 9 units in Doctorate	30 hours of relevant training	5 years of relevant experience + VS Performance Rating	None required; RA 1080 (for courses requiring BAR or Board Eligibility)	Community-Based Action Research/ Published Research	Civic Welfare Service
8	Associate Professor I [4 items]	CATSCB-APRO1-7-2009; CATSCB-APRO1-4-2014; CATSCB-APRO1-3-2017; CATSCB-APRO1-8-2017	19	₱48,313.00	Master's degree	30 hours of relevant training	5 years of relevant experience + VS Performance Rating	None required; RA 1080 (for courses requiring BAR or Board Eligibility)	Community-Based Action Research/ Published Research	Civic Welfare Service
9	Assistant Professor IV [11 items]	CATSCB-AP4-10-1998; CATSCB-AP4-7-2014; CATSCB-AP4-12-2005; CATSCB-AP4-3-2014; CATSCB-AP4-8-2014; CATSCB-AP4-78-1998; CATSCB-AP4-85-1998; CATSCB-AP4-1-2008; CATSCB-AP4-7-2017; CATSCB-AP4-7-2009; CATSCB-AP4-1-2017	18	₱43,681.00	Master's Degree in the area of specialization or its allied/related fields	28 hours of relevant training	4 years of relevant experience + VS Performance Rating	None required; RA 1080 (for courses requiring BAR or Board Eligibility)	Local Unpublished Research-Action/ Applied Research in Any Discipline Line	Outreach Program - Participative



No.	Position Title	Plantilla Item No.	Salary/Job/ Pay Grade	Monthly Salary	Qualification Standards					
					Education	Training	Experience	Eligibility	Research Output	Community Extension Service
10	Assistant Professor III [10 items]	CATSCB-AP3-6-2008; CATSCB-AP3-11-2014; CATSCB-AP3-4-2017; CATSCB-AP3-15-2017; CATSCB-AP3-2-2014; CATSCB-AP3-12-2017; CATSCB-AP3-16-2014; CATSCB-AP3-9-2017; CATSCB-AP3-1-2017; CATSCB-AP3-13-2017	17	₱39,986.00	Master's Degree in the area of specialization or its allied/related fields	25 hours of relevant training	4 years of relevant experience + VS Performance Rating	None required; RA 1080 (for courses requiring BAR or Board Eligibility)	Local Unpublished Research-Action/ Applied Research in Any Discipline Line	Outreach Program - Participative
11	Assistant Professor II [12 items]	CATSCB-AP2-7-2017; CATSCB-AP2-9-2017; CATSCB-AP2-10-2008; CATSCB-AP2-13-2014; CATSCB-AP2-3-2017 CATSCB-AP2-20-2005; CATSCB-AP2-2-2015; CATSCB-AP2-8-2017; CATSCB-AP2-10-2017; CATSCB-AP2-11-2014; CATSCB-AP2-10-2014; CATSCB-AP2-1-2017	16	₱36,628.00	Master's Degree in the area of specialization or its allied/related fields	20 hours of relevant training	4 years of relevant experience + VS Performance Rating	None required; RA 1080 (for courses requiring BAR or Board Eligibility)	Local Unpublished Research-Action/ Applied Research in Any Discipline Line	Outreach Program - Participative
12	Assistant Professor I [8 items]	CATSCB-AP1-8-2014; CATSCB-AP1-10-2014; CATSCB-AP1-17-2005; CATSCB-AP1-3-2008; CATSCB-AP1-5-2008; CATSCB-AP1-28-2005; CATSCB-AP1-3-2017; CATSCB-AP1-34-2005	15	₱33,575.00	Master's Degree in the area of specialization or its allied/related fields	15 hours of relevant training	3 years of relevant experience + VS Performance Rating	None required; RA 1080 (for courses requiring BAR or Board Eligibility)	Local Unpublished Research-Action/ Applied Research in Any Discipline Line	Outreach Program - Participative
13	Instructor III [5 items]	CATSCB-INST3-12-2014; CATSCB-INST3-30-2005; CATSCB-INST3-3-2009; CATSCB-INST3-4-2017; CATSCB-INST3-9-2008	14	₱30,799.00	Master's Degree in the area of specialization or its allied/related fields	8 hours of relevant training	2 years of relevant experience + VS Performance Rating	None required; RA 1080 (for courses requiring BAR or Board Eligibility)	N/A	N/A

Other Qualification:

Must meet the required PASUC Common Criteria Evaluation (CCE) points



No.	Position Title	Plantilla Item No.	Salary/Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Specialization	
14	Instructor I [2 items]	CATSCB-INST1-41-2012; CATSCB-INST1-1-2016	12	₱26,052.00	Master's Degree in the area of specialization or its allied/related fields	None required	None required	RA 1080 (for courses requiring BAR or Board Eligibility)	Accountancy	College of Business and Accountancy
15	Instructor I	CATSCB -INST1-9-2012	12	₱26,052.00	Master's Degree in the area of specialization or its allied/related fields	None required	None required	RA 1080 (for courses requiring BAR or Board Eligibility)	Food and Service Management	CatSU Panganiban Campus
16	Instructor I	CATSCB-INST1-33-2012	12	₱26,052.00	Master's Degree in the area of specialization or its allied/related fields	None required	None required	RA 1080 (for courses requiring BAR or Board Eligibility)	Agricultural Education	CatSU Panganiban Campus
17	Instructor I	CATSCB-INST1-70-2012	12	₱26,052.00	Master's Degree in the area of specialization or its allied/related fields	None required	None required	RA 1080 (for courses requiring BAR or Board Eligibility)	Educational Management	COEd Laboratory Schools
18	Instructor I	CATSCB-INST1-14-1998	12	₱26,052.00	Master's Degree in the area of specialization or its allied/related fields	None required	None required	RA 1080 (for courses requiring BAR or Board Eligibility)	English	COEd Laboratory Schools
19	Instructor I	CATSCB-INST1-62-2012	12	₱26,052.00	Master's Degree in the area of specialization or its allied/related fields	None required	None required	None required	Computer Science	College of Information and Communications Technology
20	Instructor I	CATSCB-INST1-10-2012	12	₱26,052.00	Master's Degree in the area of specialization or its allied/related fields	None required	None required	None required	Information Systems	College of Information and Communications Technology




No.	Position Title	Plantilla Item No.	Salary/Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Specialization	
21	Instructor I	CATSCB-INST1-13-2012	12	₱26,052.00	Master's Degree in the area of specialization or its allied/related fields	None required	None required	None required	Information Systems	College of Information and Communications Technology
22	Instructor I	CATSCB-INST1-4-2003	12	₱26,052.00	Master's Degree in the area of specialization or its allied/related fields	None required	None required	None required	Information Technology	College of Information and Communications Technology
23	Instructor I	CATSCB-INST1-55-2012	12	₱26,052.00	Master's Degree in the area of specialization or its allied/related fields	None required	None required	None required	Computer Engineering	College of Engineering
24	Instructor I	CATSCB-INST1-21-2012	12	₱26,052.00	Master's Degree in the area of specialization or its allied/related fields	None required	None required	None required	Biology	College of Arts and Sciences
25	Instructor I	CATSCB-INST1-17-2012	12	₱26,052.00	Master's Degree in the area of specialization or its allied/related fields	None required	None required	None required	Economics	College of Arts and Sciences
26	Instructor I	CATSCB-INST1-14-2016	12	₱26,052.00	Master's Degree in the area of specialization or its allied/related fields	None required	None required	None required	Chemistry	College of Arts and Sciences
27	Instructor I	CATSCB-INST1-56-2012	12	₱26,052.00	Master's Degree in the area of specialization or its allied/related fields	None required	None required	RA 1080 (for courses requiring BAR or Board Eligibility)	Civil Engineering	College of Engineering



No.	Position Title	Plantilla Item No.	Salary/Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Specialization	
28	Instructor I	CATSCB-INST1-2-2017	12	₱26,052.00	Master's Degree in the area of specialization or its allied/related fields	None required	None required	None required	Mathematics	COEd Laboratory Schools
Job Description:										
For Professor I-VI 50% - Instruction 50% - Research activities 100%			For Associate Professor I-V 70% - Instruction 15% - Research activities 15% - Extension/production activities 100%			For Instructor I-III and Assistant Professor I-IV 100% - Instruction 100% <i>Note: Without prejudice to being assigned to conduct Research and Extension Services/Activities</i>				
Required Competencies:										
Core Competencies: 1. Professionalism 2. Delivering service excellence 3. Achievement orientation management 4. Interpersonal relationship management					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					
Functional Competencies: 1. Effective teaching and classroom management 2. Innovative instructional materials development										

Interested and qualified applicants should signify their interest in writing, and submit all the relevant documents. Please refer to the **Enclosure No. 1: HIRING TIMELINE & GUIDELINES FOR FACULTY POSITIONS, FIRST SEMESTER, SCHOOL YEAR 2021-2022** and **Enclosure No. 2: DOCUMENTARY REQUIREMENTS FOR FACULTY POSITIONS**

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:


MA. SIONNE MAY T. CRISPINO
 Administrative Officer V, Human Resource Management Services
 Catanduanes State University
 Virac, Catanduanes
csu_hrmservices@yahoo.com

APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.
FOR ONLINE APPLICATIONS, DOCUMENTS SHALL BE READABLE IN PDF FORMAT ONLY.

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 +639486275277.

HIRING TIMELINE AND GUIDELINES FOR FACULTY POSITIONS

DATE	ACTIVITIES 1 st Semester, SY 2021-2022	PERSON/COMMITTEE/ RESPONSIBLE
July 21 – 30, 2021	I. Announcement of Vacancies and Receipt of Applications <ul style="list-style-type: none"> All qualified applicants, inside or outside the University, shall submit on or before JULY 30, 2021, 5:00 PM to the HRM Services, a written application supported by documentary requirements and filed in particular order. PLEASE SEE ENCLOSURE NO. 2 	HRM Services Applicant
July 31, 2021 – August 9, 2021	II. Pre-evaluation, Verification and Validation of Documents Submitted <ul style="list-style-type: none"> The HRMO shall pre-evaluate all applications based on the minimum qualification standards. The HRMO shall forward the pre-evaluated applications to the FSB for verification and validation. The HRMO shall notify the applicants of the results of the pre-evaluation. 	HRMO, FSB
August 10, 2021	III. Orientation of the Chairpersons and Members of NBC 461 Institutional Review Committee, Committee for Creative Works/Publication and Evaluation of Innovations and Discoveries <ul style="list-style-type: none"> Chairpersons and Members of NBC 461 Institutional Review Committee, Committee for Creative Works/Publication and Evaluation of Innovations and Discoveries shall be oriented on how to evaluate CCE points per NBC 461 Guidelines. The FSB Secretariat shall prepare the Minutes of the Meeting and to be signed by all attendees. 	FSB Chairperson HRMO
August 10 – 13, 2021	IV. Submission of Additional Relevant Documents for NBC 461 CCE/QCE POINTS Evaluation <ul style="list-style-type: none"> All applicants who pre-qualified shall submit/file on or before August 13, 2021, 5:00 PM all their relevant documents (CERTIFIED TRUE COPIES AND RELEVANT ONLY) to the HRM Services, must be labeled per NBC criteria and sorted in particular order. PLEASE ENCLOSURE NO. 2 	Applicant HRM Services
August 14 - 28, 2021	V. Evaluation of applications based on CCE points <ul style="list-style-type: none"> Documents of all applicants who pre-qualified shall be evaluated by the Institutional Review Committee and Committee for Creative Works/Publication and Evaluation of Innovations and Discoveries. The Institutional Review Committee and Committee for Creative Works/Publication and Evaluation of Innovations and Discoveries shall submit to the FSB Chairperson a complete and vetted assessment results (per applicant and summary of all applicants) and Minutes of Meeting/s on or before August 28, 2021. 	Institutional Review Committee and Committee for Creative Works/Publication and Evaluation of Innovations and Discoveries
August 14 – 28, 2021	VI. Conduct of Demonstration Teaching and Interviews <ul style="list-style-type: none"> All applicants who pre-qualified shall undergo demonstration teaching and interview in a schedule to be announced later. 	FSB
August 29 – 31, 2021	VII. Final Review and Deliberation <ul style="list-style-type: none"> The FSB shall convene to review, deliberate and finalize the Comparative Assessment Results for submission to the SUC President. 	FSB

DOCUMENTARY REQUIREMENTS FOR FACULTY POSITIONS		
<i>All documents must be certified true copy and relevant</i>		
RANK	FOR MINIMUM QUALIFICATION	FOR CCE/QCE POINTS EVALUATION
	Reference: Revised Faculty Merit System approved by the CatSU BOR during its 198 th Meeting via Zoom on December 10, 2020, and CSC RO V letter dated June 3, 2021, prescribing the minimum QS for faculty ranks/positions.	Reference: BU Memo "Guidelines for the Call to the NBC 461 (Cut-off 2016) Evaluation of QCE and CCE Folders for SUC Region V and TESDA-HEIs Region V" dated October 2, 2017.
Instructor I	<ol style="list-style-type: none"> 1. Application Letter 2. Letter of Intent & Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website) 3. Notarized Personal Data Sheet with recent ID Picture, and Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph 4. Authenticated copy of Transcript of Records 5. Authenticated copy of Diploma for Master's Degree in the area of discipline/allied/related courses 6. Certified copy of RA 1080 license only for courses requiring BAR/BOARD eligibility 	<ol style="list-style-type: none"> I. Educational Qualification <ol style="list-style-type: none"> a. TOR obtained from Private Higher Education Institutions, a Special Order Number must be reflected <ul style="list-style-type: none"> • TOR obtained from SUC, BOR Resolution must be reflected • TOR obtained thru consortium, applicant must present a MOA between parties; certification from CHED that the degree is equivalent to bachelor's/master's/doctor's degree and institution is classified as reputable college/university • Special Order is the official/authentic measure of degree earned and must be reflected in TOR, and not the date of graduation • Report of Grades duly certified by the University Registrar, in cases when school does not issue TOR for uncompleted programs II. Experience and Length of Service <ol style="list-style-type: none"> b. Service Records c. Appointment/Contract/Designation d. SEC/DTI Registration for Entrepreneur <ul style="list-style-type: none"> • Certificate of Employment alone is not accepted as supporting document e. Organizational Structure/Certification that that the designee has at least 4 subordinates f. MOA or Contract of Service for Consultant
Instructor II	<ol style="list-style-type: none"> 1. Application Letter 2. Letter of Intent & Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website) 3. Notarized Personal Data Sheet with recent ID Picture, and Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph 4. Authenticated copy of Transcript of Records 5. Authenticated copy of Diploma for Master's Degree 6. Certified copy of Certificate of Employment/ Service Record <ul style="list-style-type: none"> • 1 year relevant experience 7. Certified copy of Certificate of Completion/ Participation <ul style="list-style-type: none"> • 4 hours relevant training earned on a cumulative basis 8. Certified copy of RA 1080 license only for courses requiring BAR/BOARD eligibility 	

RANK	FOR MINIMUM QUALIFICATION	
Instructor III	<ol style="list-style-type: none"> 1. Application Letter 2. Letter of Intent & Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website) 3. Notarized Personal Data Sheet with recent ID Picture, and Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph 4. Authenticated copy of Transcript of Records 5. Authenticated copy of Diploma for Master's Degree in the area of discipline/allied/related courses 6. Certified copy of Certificate of Employment/ Service Record <ul style="list-style-type: none"> • 2 years relevant experience 7. Certified copy of IPCR <ul style="list-style-type: none"> • VS Performance Rating for 2 rating periods prior to the application 8. Certified copy of Certificate of Completion/ Participation (earned on a cumulative basis) <ul style="list-style-type: none"> • 8 hours relevant training 9. Certified copy of RA 1080 license only for courses requiring BAR/BOARD eligibility 	<p>III. Professional Development and Achievement Honors</p> <p>A. Innovations</p> <ol style="list-style-type: none"> g. Patent Certificate h. UM Certificate i. Certificate of Industrial Design Compliance <p>B. Discoveries</p> <ol style="list-style-type: none"> j. Full description of the discovery k. Confirmation of an international/national agency/ organization/ association of experts l. Evidences of dissemination and utilization <p>C. Creative Work</p> <ol style="list-style-type: none"> m. Full description of the creative work n. Evidences that shall satisfy the criteria for evaluation o. Appropriate certification from the duly organized committee establishing the value of output p. Score sheets of the organized accreditation committee <p>D. Research Results and Innovations</p> <ol style="list-style-type: none"> q. Full description of research/ innovation r. Evidence that shall satisfy the criteria for evaluation s. Copy of the book with copyright and ISBN t. Certification from the Book Review Committee of the SUC/TEI u. Certification of Copyright v. Copy of the journal with ISSN w. Proof of circulation for local journals <ul style="list-style-type: none"> • Excluded are campus and departmental publications • Research papers that are part of academic requirements for any degree program are not credited • Commentaries, opinions, editorials are not credited • Publications in magazines, newspapers,
RANK	FOR MINIMUM QUALIFICATION	
Assistant Professor I	<ol style="list-style-type: none"> 1. Application Letter 2. Letter of Intent & Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website) 	
Assistant Professor II	<ol style="list-style-type: none"> 3. Notarized Personal Data Sheet with recent ID Picture, and Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph 	
Assistant Professor III	<ol style="list-style-type: none"> 4. Authenticated copy of Transcript of Records 5. Authenticated copy of Diploma for Master's Degree in the area of discipline/allied/related courses 	
Assistant Professor IV	<ol style="list-style-type: none"> 6. Certified copy of Certificate of Employment/ Service Record <ul style="list-style-type: none"> • Assistant Professor I - 3 years relevant experience • Assistant Professor II – IV - 4 years relevant experience 	

	<ol style="list-style-type: none"> 7. Certified copy of IPCR <ul style="list-style-type: none"> • VS Performance Rating for 2 rating periods prior to the application 8. Certified copy of Certificate of Completion/ Participation (earned on a cumulative basis) <ul style="list-style-type: none"> • Assistant Professor I - 15 hours relevant training • Assistant Professor II - 20 hours relevant training • Assistant Professor III - 25 hours relevant training • Assistant Professor IV - 28 hours relevant training 9. Certified copy of RA 1080 license only for courses requiring BAR/BOARD eligibility 10. Certified copy of Certification from the Research and Development Services of CatSU or its counterpart from other Agencies, on the veracity of the completed research output that the applicant is the sole author/co-author/principal author, in case of three or more authors 11. Certified copy of research output 12. Certified copy of Certificate of Recognition/ Participation as trainer or facilitator in Community Extension Services of CatSU or its counterpart from other Agencies 13. Certified true copy of Certification from the Extension Services Unit of CatSU on the veracity of the activity conducted 	<p>bulletins of information, abstracting journals, annual reports are not accepted</p> <ul style="list-style-type: none"> • Abstracts are not given credit <ol style="list-style-type: none"> x. Copy/sample of Instructional Materials (IM)/ Audio-visual (AV) y. Certificate of IM/AV utilization z. Course syllabus aa. Evidence of circulation such as receipts of sale, IPRO clearance for Institutional circulation bb. Approval for Institutional use by the Instructional Material Review body <ul style="list-style-type: none"> • Under this items are modules, laboratory manuals, operation manuals, work books, course books approved by department or college for instructional purposes • Also included are software, prototypes and computer-aided instructional materials • Submission under this category must cover course content per syllabus • Excluded from this category of outputs are compilation of lecture notes, lesson plans, PowerPoint presentations, transparencies, handouts, and other materials not particularly included
<p>RANK</p>	<p>FOR MINIMUM QUALIFICATION</p>	
<p>Associate Professor I</p>	<ol style="list-style-type: none"> 1. Application Letter 2. Letter of Intent & Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website) 3. Notarized Personal Data Sheet with recent ID Picture, and Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph 4. Authenticated copy of Transcript of Records 5. Authenticated copy of Diploma for Master's Degree in the area of discipline/allied/related courses 6. Certified copy of Certificate of Employment/ Service Record <ul style="list-style-type: none"> • 4 years relevant experience 	<ol style="list-style-type: none"> E. Trainings and Seminars <ol style="list-style-type: none"> cc. Certificate of Attendance/ Appreciation/ Participation dd. Letter of Invitation and copy of the program ee. Travel Order/ Memorandum Order <ul style="list-style-type: none"> • Participation under this item is based on five (5) working days and points • Less than a day (half-day) training cannot be considered as seminar F. Expert Services Rendered as consultant/expert in an activity of an educational, technological, professional scientific or cultural nature sponsored

	<p>7. Certified copy of IPCR</p> <ul style="list-style-type: none"> VS Performance Rating for 2 rating periods prior to the application <p>8. Certified copy of Certificate of Completion/ Participation (earned on a cumulative basis)</p> <ul style="list-style-type: none"> 30 hours relevant training <p>9. Certified copy of RA 1080 license only for courses requiring BAR/BOARD eligibility</p> <p>10. Certified copy of Certification from the Research and Development Services of CatSU or its counterpart from other Agencies, on the veracity of the published research (institutional, national, international) that the applicant is the sole author/co-author/principal author, in case of three or more authors</p> <p>11. Certified copy of published article, at least 1 published research</p> <p>12. Certified copy of Certification from the Head of the LGU (Governor/ Mayor/ Barangay Captain) on the participation of the applicant in civic welfare service</p> <p>13. Certified copy of Certificate of Recognition/ Commendation</p>	<p>by government or other agencies</p> <p>ff. Memo of Agreement or contract between the institution and the contracting party, or office order pertaining to the consultancy work</p> <p>gg. Acknowledgment of output</p> <ul style="list-style-type: none"> Participation under this item involves expert services in one's area of specialization <p>G. Expert Services Rendered as trainer, coordinator, lecturer, resource person, or guest speaker in conferences, workshops, and/or training courses for professionals</p> <p>hh. Certificate of appreciation/recognition</p> <p>ii. Invitation and copy of the program</p> <p>jj. Copy of the lecture/presentation</p> <ul style="list-style-type: none"> For Paper Presentation, an Indorsement from the head of institution or his duly authorized representative allowing the applicant to present must be submitted Echo trainings/seminars are not included Graduate school speakership are not included in this part of category is it part of the degree/completion of degree of applicant Presentors who are not author or co-author of the paper will not be given credit Professional refers to same discipline/peer of the speaker and the audience <p>H. For Expert Services as Adviser in doctoral dissertation, master's and undergraduate thesis or equivalent as terminal requirement for completion of academic programs such as case study, feasibility study, terminal research paper, project study</p> <p>kk. Approval Sheet</p> <p>ll. Certificate of Teaching Load (Certification from the Dean)</p>
RANK	FOR MINIMUM QUALIFICATION	
Associate Professor II	1. Application Letter	
Associate Professor III	2. Letter of Intent & Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website)	
Associate Professor IV	<p>3. Notarized Personal Data Sheet with recent ID Picture, and Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph</p> <p>4. Authenticated copy of Transcript of Records</p> <p>5. Authenticated copy of Diploma for Master's Degree</p> <p>6. Certified copy for the Certification of Grades and Units Earned in Doctoral level</p> <ul style="list-style-type: none"> Associate Professor II - at least 9 units Associate Professor III - at least 18 units Associate Professor IV - at least 24 units <p>7. Certified copy of Certificate of Employment/ Service Record</p> <ul style="list-style-type: none"> Associate Professor II - 4 years relevant experience Associate Professor III – IV - 6 years relevant experience 	

	<ol style="list-style-type: none"> 8. Certified copy of IPCR <ul style="list-style-type: none"> • VS Performance Rating for 2 rating periods prior to the application 9. Certified copy of Certificate of Completion/ Participation (earned on a cumulative basis) <ul style="list-style-type: none"> • Associate Professor II - 30 hours relevant training • Associate Professor III – IV - 35 hours relevant training 10. Certified copy of RA 1080 license only for courses requiring BAR/BOARD eligibility 11. Certified copy of Certification from the Research and Development Services of CatSU or its counterpart from other Agencies, on the veracity of the published research (institutional, national, international) that the applicant is the sole author/co-author/principal author, in case of three or more authors 12. Certified copy of published article, at least 1 published research 13. Certified copy of Certification from the Head of the LGU (Governor/ Mayor/ Barangay Captain) on the participation of the applicant in civic welfare service 14. Certified copy of Certificate of Recognition/ Commendation 	<ul style="list-style-type: none"> • Services as adviser is credited if advising is outside full-time equivalent (FTE) load of adviser as certified by Registrar/Dean. Undergraduate theses should be degree requirement. Copy of faculty load sheet signed by the Dean shall serve as supporting document <ol style="list-style-type: none"> I. For Certified Services as member of the Board of Examiners in the Professional Regulations Commission (PRC) or Civil Service Commission (CSC) <ul style="list-style-type: none"> mm. Appointment or Contract nn. Identification Card <ul style="list-style-type: none"> • Proctoring in CS exams are not considered in this section J. For Expert Services in accreditation/quality assurance work as member of the Board of Director, Accreditor, Member of Technical Committee or Consultant Group in regional or national agencies oo. Appointment/designation/invitation from the accrediting body pp. Proof of acknowledgment of output K. For Expert Service per discipline as testing officer in trade/skills certification <ul style="list-style-type: none"> qq. Certificate of Trade Skill Examiner rr. Results of examinations conducted L. Services as coach, trainer of students in official activities and adviser of accredited students organization <ul style="list-style-type: none"> ss. Office order tt. Proof of output M. Membership in professional organizations/ honor societies and honor received <ul style="list-style-type: none"> uu. Certificate of membership/ Identification card/ Official receipt of membership vv. Official receipt of membership
Associate Professor V	<ol style="list-style-type: none"> 1. Application Letter 2. Letter of Intent & Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website) 3. Notarized Personal Data Sheet with recent ID Picture, and Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph 4. Authenticated copy of Transcript of Records 5. Authenticated copy of Diploma for Master's Degree 6. Certified copy for the Certification of Doctoral Academic Units completed 7. Certified copy of Certificate of Employment/ Service Record <ul style="list-style-type: none"> • 7 years relevant experience 8. Certified copy of IPCR <ul style="list-style-type: none"> • VS Performance Rating for 2 rating periods prior to the application 	

	<p>9. Certified copy of Certificate of Completion/ Participation (earned on a cumulative basis)</p> <ul style="list-style-type: none"> • 40 hours relevant training <p>10. Certified copy of RA 1080 license only for courses requiring BAR/BOARD eligibility</p> <p>11. Certified copy of Certification from the Research and Development Services of CatSU or its counterpart from other Agencies, on the veracity of the published research (institutional, national, international) that the applicant is the sole author/co-author/principal author, in case of three or more authors</p> <p>12. Certified copy of published article, at least 1 published research</p> <p>13. Certified copy of Certification from the Head of the LGU (Governor/ Mayor/ Barangay Captain) on the participation of the applicant in civic welfare service</p> <p>14. Certified copy of Certificate of Recognition/ Commendation</p>	<p>ww. SEC registration</p> <p>xx. Proof of Active membership</p> <ul style="list-style-type: none"> • Faculty association is considered a professional organization • Copy of Constitution and By Laws of the organization may be required to check if it belong to category/classification of relevant professional organization <p>N. For Academic Honors earned</p> <p>yy. Certificate or copy of permanent record of school</p> <p>O. Scholarship/Fellowship (Degree or non-degree granting)</p> <p>zz. Certificate of scholarship/fellowship award</p> <p>aaa. Proof of completion of fellowship program or activity/ TOR</p> <p>bbb. Scholarship contract/ agreement</p> <ul style="list-style-type: none"> • Competitive means the use of a selection/ screening process or scheme for awarding a scholarship <p>P. Awards of Distinction received in recognition of achievement in relevant areas of specification/ profession/ assignment</p> <p>ccc. Plaque of Recognition or copy of citation</p> <p>ddd. Criteria for selection</p> <p>eee. Proof of completion</p> <p>fff. SEC Registration for local organization</p> <ul style="list-style-type: none"> • There should be evidence of search/ competition • Award-giving body must have recognized mandate to search and confer the award or recognition • Only awards that concerns intellectual and with highest category should be given credits and should be competitive in particular field of specialization • Service awards are considered local 																							
<table border="1"> <thead> <tr> <th data-bbox="72 774 340 805">RANK</th> <th data-bbox="340 774 1372 805">FOR MINIMUM QUALIFICATION</th> </tr> </thead> <tbody> <tr> <td data-bbox="72 805 340 837">Professor I</td> <td data-bbox="340 805 1372 837">1. Application Letter</td> </tr> <tr> <td data-bbox="72 837 340 869">Professor II</td> <td data-bbox="340 837 1372 869">2. Letter of Intent & Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website)</td> </tr> <tr> <td data-bbox="72 869 340 901">Professor III</td> <td data-bbox="340 869 1372 901">3. Notarized Personal Data Sheet with recent ID Picture, and Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph</td> </tr> <tr> <td data-bbox="72 901 340 933">Professor IV</td> <td data-bbox="340 901 1372 933">4. Authenticated copy of Transcript of Records</td> </tr> <tr> <td data-bbox="72 933 340 965">Professor V</td> <td data-bbox="340 933 1372 965">5. Authenticated copy of Diploma for Doctorate Degree</td> </tr> <tr> <td data-bbox="72 965 340 997"></td> <td data-bbox="340 965 1372 997">6. Certified copy of Certificate of Employment/ Service Record</td> </tr> <tr> <td data-bbox="72 997 340 1029"></td> <td data-bbox="340 997 1372 1029"> <ul style="list-style-type: none"> • Professor I – II - 8 years relevant experience • Professor III – IV - 9 years relevant experience • Professor V - 10 years relevant experience </td> </tr> <tr> <td data-bbox="72 1029 340 1061"></td> <td data-bbox="340 1029 1372 1061">7. Certified copy of IPCR</td> </tr> <tr> <td data-bbox="72 1061 340 1093"></td> <td data-bbox="340 1061 1372 1093"> <ul style="list-style-type: none"> • VS Performance Rating for 2 rating periods prior to the application </td> </tr> <tr> <td data-bbox="72 1093 340 1125"></td> <td data-bbox="340 1093 1372 1125">8. Certified copy of Certificate of Completion/ Participation (earned on a cumulative basis)</td> </tr> <tr> <td data-bbox="72 1125 340 1157"></td> <td data-bbox="340 1125 1372 1157"> <ul style="list-style-type: none"> • Professor I - 40 hours relevant training • Professor II - 45 hours relevant training </td> </tr> </tbody> </table>	RANK	FOR MINIMUM QUALIFICATION	Professor I	1. Application Letter	Professor II	2. Letter of Intent & Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website)	Professor III	3. Notarized Personal Data Sheet with recent ID Picture, and Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph	Professor IV	4. Authenticated copy of Transcript of Records	Professor V	5. Authenticated copy of Diploma for Doctorate Degree		6. Certified copy of Certificate of Employment/ Service Record		<ul style="list-style-type: none"> • Professor I – II - 8 years relevant experience • Professor III – IV - 9 years relevant experience • Professor V - 10 years relevant experience 		7. Certified copy of IPCR		<ul style="list-style-type: none"> • VS Performance Rating for 2 rating periods prior to the application 		8. Certified copy of Certificate of Completion/ Participation (earned on a cumulative basis)		<ul style="list-style-type: none"> • Professor I - 40 hours relevant training • Professor II - 45 hours relevant training 	
RANK	FOR MINIMUM QUALIFICATION																								
Professor I	1. Application Letter																								
Professor II	2. Letter of Intent & Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website)																								
Professor III	3. Notarized Personal Data Sheet with recent ID Picture, and Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph																								
Professor IV	4. Authenticated copy of Transcript of Records																								
Professor V	5. Authenticated copy of Diploma for Doctorate Degree																								
	6. Certified copy of Certificate of Employment/ Service Record																								
	<ul style="list-style-type: none"> • Professor I – II - 8 years relevant experience • Professor III – IV - 9 years relevant experience • Professor V - 10 years relevant experience 																								
	7. Certified copy of IPCR																								
	<ul style="list-style-type: none"> • VS Performance Rating for 2 rating periods prior to the application 																								
	8. Certified copy of Certificate of Completion/ Participation (earned on a cumulative basis)																								
	<ul style="list-style-type: none"> • Professor I - 40 hours relevant training • Professor II - 45 hours relevant training 																								

	<ul style="list-style-type: none"> • Professor III - 48 hours relevant training • Professor IV – V - 50 hours relevant training <ol style="list-style-type: none"> 9. Certified copy of RA 1080 license only for courses requiring BAR/BOARD eligibility 10. Certified copy of Certification from the Research and Development Services of CatSU or its counterpart from other Agencies, on the veracity of the published research in a refereed or CHED accredited journal as the main or principal author, or patent, or plant variety registration, or other creative works registered with the intellectual property office. (Refereed journal refers to those indexed in Thompson-Reuters ISI, Harvard, Scopus, Elsevier Indices) 11. Certified copy of published article, or patented invention, or copyrighted creative work/s 12. Certified copy of the MOA on research-based consultancy work 13. Certified copy of Office Order from the Head of Agency on the consultancy work conducted 14. Certified copy of the output with a certification from the beneficiary for its utilization in the community/ industry 	<p>awards. Credits are given for 10-40 years of service per CSC circular</p> <ul style="list-style-type: none"> • Awards of distinction granted by NSTP, GSP, Red Cross, Barangay Offices Civic, Cultural, Religious Community, NGO are classified as Community Outreach • Awarding body must be recognized, reputable organization relevant to field of specialization/ assignment of awardee • In case of research award, the following conditions are applied: <ul style="list-style-type: none"> - It should be Institutional (University-wide and not departmental) - Only Best Paper in Research is credited. Best Poster and Best in Paper Presentation are not given credit - Must be competitive in nature
RANK	FOR MINIMUM QUALIFICATION	<p>Q. Community Outreach</p> <p>ggg. Office Order pertaining to services rendered</p> <p>hhh. Certificate/ Acknowledgment of Completion of project or activity</p> <ul style="list-style-type: none"> • Activities related to participation in community projects shall be on top of official duties and are voluntary in nature, with no additional compensation received • One(1) year is operationalized to be equivalent to at least 251 days not to exceed 12 months per program per clientele • Activities undertaken as officer/ member of any professional. Social. Educational or other similar organizations which had already been credited in this instrument shall no longer be considered <p>R. Professional Examinations</p> <p>iii. Certificate of Licensure</p> <p>jjj. Rating Slip</p>
<p>Professor VI</p> <p>University Professor</p>	<ol style="list-style-type: none"> 1. Application Letter 2. Letter of Intent & Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website) 3. Notarized Personal Data Sheet with recent ID Picture, and Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph 4. Authenticated copy of Transcript of Records 5. Authenticated copy of Diploma for Doctorate Degree 6. Certified copy of Certificate of Employment/ Service Record 7. Certified copy of Office Order on the Current Designation as Vice President, Dean, or Director 8. Certified copy of Accomplishments, duly certified by the Immediate Supervisor, at least for one year before submitting the application 9. Certified copy of Certificate of Award of Distinction for local, national, or international academic achievement 	

	<ol style="list-style-type: none">10. Certified copy of Certification from the Research and Development Services of CatSU on the veracity of the involvement in Funded Research (Local, National and International Level) as Program or Project Leader11. Certified copy of funded research output and proof of submission to the funding agency and liquidation of funds received12. Certified copy of RA 1080 license only for courses requiring BAR/BOARD eligibility13. Certified copy of the MOA on research-based consultancy work14. Certified copy of Office Order from the Head of Agency on the consultancy work conducted15. Certified copy of the output with a certification from the beneficiary for its utilization in the community/ industry	<p>kkk. Skills Certificate/Identification Card</p> <ul style="list-style-type: none">• Civil Service eligibilities are not considered• CESO/CESE is only applicable to faculty-rank holders designated to supervisory/ executive positions• IT Proficiency certifications are for programs administered by international IT propriety companies and the National Computer Center (NCC) and Philippine National Information Technology Standards (PHILNITS)• Eligibilities must be appropriate for the position
--	--	---