



**NOTICE OF VACANT POSITION/S**  
 as of JUL 28 2021

No.	Position Title	Plantilla Item No.	Salary/Job/ Pay Grade	Monthly Salary	Qualification Standards			
					Education	Training	Experience	Eligibility
1	Professor VI [2 items]	CATSCB-PROF6-1-2017; CATSCB-PROF6-10-1998	29	₱161,231.00	Doctoral degree	32 hours of relevant training	5 years of relevant experience	None required; RA 1080 (for courses requiring BAR or Board Eligibility)
2	Professor III	CATSCB-PROF3-1-2017	26	₱111,742.00	Relevant Master's degree	32 hours of relevant training	5 years of relevant experience	None required; RA 1080 (for courses requiring BAR or Board Eligibility)
3	Professor I	CATSCB-PROF1-3-2009	24	₱86,742.00	Relevant Master's degree	24 hours of relevant training	4 years of relevant experience	None required; RA 1080 (for courses requiring BAR or Board Eligibility)
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	Relevant Master's degree	16 hours of relevant training	3 years of relevant experience	None required; RA 1080 (for courses requiring BAR or Board Eligibility)
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	Relevant Master's degree	16 hours of relevant training	3 years of relevant experience	None required; RA 1080 (for courses requiring BAR or Board Eligibility)
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	Relevant Master's degree	8 hours of relevant training	2 years of relevant experience	None required; RA 1080 (for courses requiring BAR or Board Eligibility)



No.	Position Title	Plantilla Item No.	Salary/Job/ Pay Grade	Monthly Salary	Qualification Standards			
					Education	Training	Experience	Eligibility
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	Relevant Master's degree	8 hours of relevant training	2 years of relevant experience	None required; RA 1080 (for courses requiring BAR or Board Eligibility)
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	Relevant Master's degree	8 hours of relevant training	2 years of relevant experience	None required; RA 1080 (for courses requiring BAR or Board Eligibility)
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	Relevant Master's degree	8 hours of relevant training	2 years of relevant experience	None required; RA 1080 (for courses requiring BAR or Board Eligibility)
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	Relevant Master's degree	4 hours of relevant training	1 year of relevant experience	None required; RA 1080 (for courses requiring BAR or Board Eligibility)





No.	Position Title	Plantilla Item No.	Salary/Job/ Pay Grade	Monthly Salary	Qualification Standards			
					Education	Training	Experience	Eligibility
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	Relevant Master's degree	4 hours of relevant training	1 year of relevant experience	None required; RA 1080 (for courses requiring BAR or Board Eligibility)
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	Relevant Master's degree	4 hours of relevant training	1 year of relevant experience	None required; RA 1080 (for courses requiring BAR or Board Eligibility)
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	Relevant Master's degree	4 hours of relevant training	1 year of relevant experience	None required; RA 1080 (for courses requiring BAR or Board Eligibility)
<b>Other Qualification:</b>								
<ul style="list-style-type: none"> <li>• 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)</li> <li>• Must have earned a Performance Rating of at least Very Satisfactory in the last two (2) ratings periods prior to the date of application</li> </ul>								



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	Relevant Master's degree	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	Relevant Master's degree	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	Relevant Master's degree	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	Relevant Master's degree	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	Relevant Master's degree	None required	None required	RA 1080 (for courses requiring BAR or Board Eligibility)	English	COEd Laboratory Schools
19	Instructor I [2 items]	CATSCB-INST1-62-2012 CATSCB-INST1-64-2012	12	₱26,052.00	Relevant Master's degree	None required	None required	None required	Computer Science	College of Information and Communications Technology
20	Instructor I [2 items]	CATSCB-INST1-10-2012 CATSCB-INST1-13-2012	12	₱26,052.00	Relevant Master's degree	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-INST1-4-2003	12	₱26,052.00	Relevant Master's degree	None required	None required	None required	Information Technology	College of Information and Communications Technology
22	Instructor I [2 items]	CATSCB-INST1-15-2016 CATSCB-INST1-17-2016	12	₱26,052.00	Relevant Master's degree	None required	None required	None required	Digital Animation	College of Information and Communications Technology
23	Instructor I	CATSCB-INST1-55-2012	12	₱26,052.00	Relevant Master's degree	None required	None required	None required	Computer Engineering	College of Engineering
24	Instructor I	CATSCB-INST1-21-2012	12	₱26,052.00	Relevant Master's degree	None required	None required	None required	Biology	College of Arts and Sciences
25	Instructor I	CATSCB-INST1-17-2012	12	₱26,052.00	Relevant Master's degree	None required	None required	None required	Economics	College of Arts and Sciences
26	Instructor I	CATSCB-INST1-14-2016	12	₱26,052.00	Relevant Master's degree	None required	None required	None required	Chemistry	College of Arts and Sciences
27	Instructor I	CATSCB-INST1-56-2012	12	₱26,052.00	Relevant Master's degree	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	Relevant Master's degree	None required	None required	None required	Mathematics	COEd Laboratory Schools
29	Instructor I	CATSCB-INST1-12-2016	12	₱26,052.00	Relevant Master's degree	None required	None required	None required	Mathematics	COEd Laboratory Schools
30	Instructor I	CATSCB-INST1-3-2017	12	₱26,052.00	Relevant Master's degree	None required	None required	RA 1080 (for courses requiring BAR or Board Eligibility)	Technical-Vocational Teacher Education	College of Education
31	Instructor I	CATSCB-INST1-1-2004	12	₱26,052.00	Relevant Master's degree	None required	None required	RA 1080 (for courses requiring BAR or Board Eligibility)	Elementary Education	COEd Laboratory Schools
32	Instructor II	CATSCB-INST2-1-2009	13	₱28,276.00	Relevant Master's degree	None required	None required	RA 1080 (for courses requiring BAR or Board Eligibility)	Nursing	College of Health Sciences
33	Instructor II	CATSCB-INST2-21-1998	13	₱28,276.00	Relevant Master's degree	None required	None required	RA 1080 (for courses requiring BAR or Board Eligibility)	Architecture	College of Industrial Technology
34	Instructor II	CATSCB-INST2-4-2017	13	₱28,276.00	Relevant Master's degree	None required	None required	None required	Automotive	College of Industrial Technology





<b>Job Description:</b>		
<b>For Professor I-VI</b> 50% - Instruction 50% - Research activities <b>100%</b>	<b>For Associate Professor I-V</b> 70% - Instruction 15% - Research activities 15% - Extension/production activities <b>100%</b>	<b>For Instructor I-III and Assistant Professor I-IV</b> 100% - Instruction <b>100%</b> <i>Note: Without prejudice to being assigned to conduct Research and Extension Services/Activities</i>
<b>Required Competencies:</b>		
<b>Core Competencies:</b> 1. Professionalism 2. Delivering service excellence 3. Achievement orientation management 4. Interpersonal relationship management  <b>Functional Competencies:</b> 1. Effective teaching and classroom management 2. Innovative instructional materials development	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	

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than AUG 16 2021.

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

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

*[Signature]*  
**MA. SIONNE MAY T. CRISPINO**

Administrative Officer V, Human Resource Management Services  
 Catanduanes State University  
 Virac, Catanduanes  
[csu\\_hrmservices@yahoo.com](mailto: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.*



## DOCUMENTARY REQUIREMENTS FOR FACULTY POSITIONS

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](http://www.csc.gov.ph)
4. Performance Rating in the last two rating periods, at least Very Satisfactory (if applicable)
5. Certified true copy of RA 1080 license only for courses requiring BAR/BOARD eligibility
6. Authenticated copy of Transcript of Records (TOR)
7. Authenticated copy of Diploma
8. Updated Service Record or Certificate of Employment (if applicable)
9. Photocopy of latest appointment (if applicable)
10. Certified true copy of Certificates of Trainings/Seminars Attended
11. **Other relevant documents to the position applied for - NBC 461 CCE/QCE POINTS** (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)

### CERTIFIED TRUE COPY AND FILED IN PROPER ORDER

#### I. Educational Qualification

- a. TOR obtained from Private Higher Education Institutions, a Special Order Number must be reflected
  - 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

- b. Service Records
- c. Appointment/Contract/Designation
- d. SEC/DTI Registration for Entrepreneur
  - 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

#### III. Professional Development and Achievement Honors

##### A. Innovations

- g. Patent Certificate
- h. UM Certificate
- i. Certificate of Industrial Design Compliance

##### B. Discoveries

- j. Full description of the discovery
- k. Confirmation of an international/national agency/ organization/ association of experts
- l. Evidences of dissemination and utilization

##### C. Creative Work

- 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

##### D. Research Results and Innovations

- 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
  - 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, bulletins of information, abstracting journals, annual reports are not accepted
  - Abstracts are not given credit
- 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 Materials Review body
- 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
- E. Trainings and Seminars
- cc. Certificate of Attendance/ Appreciation/ Participation
- dd. Letter of Invitation and copy of the program
- ee. Travel Order/ Memorandum Order
- 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 by government or other agencies
- ff. Memo of Agreement or contract between the institution and the contracting party, or office order pertaining to the consultancy work
- gg. Acknowledgment of output
- Participation under this item involves expert services in one's area of specialization
- G. Expert Services Rendered as trainer, coordinator, lecturer, resource person, or guest speaker in conferences, workshops, and/or training courses for professionals
- hh. Certificate of appreciation/recognition
- ii. Invitation and copy of the program
- jj. Copy of the lecture/presentation
- 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
- 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
- kk. Approval Sheet
- ll. Certificate of Teaching Load (Certification from the Dean)
- 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
- I. For Certified Services as member of the Board of Examiners in the Professional Regulations Commission (PRC) or Civil Service Commission (CSC)
- mm. Appointment or Contract
- nn. Identification Card
- 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
- 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
- ss. Office order
- tt. Proof of output
- M. Membership in professional organizations/ honor societies and honor received
- uu. Certificate of membership/ Identification card/ Official receipt of membership
- vv. Official receipt of membership
- ww. SEC registration
- xx. Proof of Active membership
- 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



N. For Academic Honors earned

yy. Certificate or copy of permanent record of school

O. Scholarship/Fellowship (Degree or non-degree granting)

zz. Certificate of scholarship/fellowship award

aaa. Proof of completion of fellowship program or activity/ TOR

bbb. Scholarship contract/ agreement

- Competitive means the use of a selection/ screening process or scheme for awarding a scholarship

P. Awards of Distinction received in recognition of achievement in relevant areas of specification/ profession/ assignment

ccc. Plaque of Recognition or copy of citation

ddd. Criteria for selection

eee. Proof of completion

fff. SEC Registration for local organization

- 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 awards. Credits are given for 10-40 years of service per CSC circular
- 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:
  - 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

Q. Community Outreach

ggg. Office Order pertaining to services rendered

hhh. Certificate/ Acknowledgment of Completion of project or activity

- 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

R. Professional Examinations

iii. Certificate of Licensure

jjj. Rating Slip

kkk. Skills Certificate/Identification Card

- 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