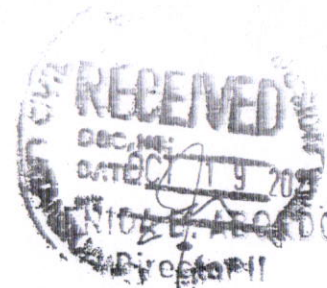


Republic of the Philippines  
**CATANDUANES STATE UNIVERSITY**  
Request for Publication of Vacant Positions



Electronic copy to be submitted to the CSC PO must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the CATANDUANES STATE UNIVERSITY in the CSC website:

*MA. SIONNE MAY T. CRISPINO*  
**MA. SIONNE MAY T. CRISPINO**  
Administrative Officer V, HRM Services

Date: OCT 19 2021

| No. | Position Title<br>(Parenthetical Title, if applicable)        | Plantilla Item No.                           | Salary/<br>Job/ Pay Grade | Monthly Salary | Qualification Standards   |  |   |  |                            | Place of Assignment                                    |
|-----|---|--|---------------------------|----------------|---|--|---|--|----------------------------|--|
|     |   |  |                           |                | Education   | Training   | Experience  | Eligibility  | Competency (if applicable) |  |
| 1   | Chief Administrative Officer                                  | CATSCB-CADOF-1-2017                          | 24                        | 86,742.00      | Master's degree   | Forty (40) hours of training in management and supervision | Four (4) years in position/s involving management and supervision | C.S. Professional/ 2nd Level Eligibility                           | N/A                        | Finance Services                                       |
| 2   | Administrative Assistant VI (Computer Operator III) [2 Items] | CATSCB-ADAS6-10-2017<br>CATSCB-ADAS6-11-2017 | 12                        | 26,052.00      | Completion of two (2) years studies in College or High School Graduate with relevant vocational/trade course                  | Eight (8) hours of relevant training                       | Two (2) years of relevant experience                              | C.S. Sub-Professional/1st Level Eligibility/(MC 11, s.96-Cat. III) |                            | Planning, Development and Information Systems Services |
| 3   | College Librarian I   | CATSCB-CL1-1-2003                            | 13                        | 28,276.00      | Bachelor's Degree in Library Science or Information Science or Bachelor of Science in Education/Arts Major in Library Science | None required  | None required   | RA 1080 (Librarian)  | N/A                        | Panganiban Campus                                      |

|   |   |                       |    |           |  |                                     |                                     |   |     |  |
|---|---|-----------------------|----|-----------|--|-------------------------------------|-------------------------------------|---|-----|--|
| 2 | Guidance Counselor I                        | CATSCB-GUIDC1-32-2017 | 11 | 23,877.00 | Master's degree in Guidance and Counseling   | None required                       | None required                       | R.A. 1080 (Guidance Counselor)  | N/A | College of Education Proper                            |
| 5 | Administrative Assistant II (Clerk IV)      | CATSCB-ADAS2-10-2004  | 08 | 18,251.00 | Completion of two (2) years studies in College   | Four (4) hours of relevant training | One (1) year of relevant experience | C.S. Sub-Professional/1st Level Eligibility   | N/A | Admission and Registration Services                    |
| 6 | Draftsman I                                 | CATSCB-DFM1-1-2007    | 06 | 16,200.00 | Completion of two (2) years studies in College or High School Graduate with relevant vocational/trade course | None required                       | None required                       | C.S. Sub-Professional/1st Level Eligibility/ Draftsman or Illustrator (MC 11, s.96-Cat.1) | N/A | Planning, Development and Information Systems Services |
| 7 | Administrative Aide III (Utility Worker II) | CATSCB-ADA3-22-2004   | 03 | 13,572.00 | Must be able to read and write   | None required                       | None required                       | None required (MC No. 11, s. 96 - Cat. III)   | N/A | College of Health Sciences                             |
| 8 | Farm Worker I                               | CATSCB-FAWK1-1-1998   | 02 | 12,790.00 | Elementary School Graduate   | None required                       | None required                       | None required (MC No. 11, s. 96 - Cat. III)   |     | College of Agriculture and Fisheries                   |

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than

NOV 03 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 Personal Data Sheet (PDS) with recent passport-sized picture & Work Experience Sheet (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
4. Certified true copy of Transcript of Records (Baccalaureate and Post-graduate studies);
5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable);
6. Certified true copy of Certificate of Trainings/Seminars Attended;
7. Certified true copy of certificate of eligibility/rating/license;
8. Certified true copy of Performance rating in the last two rating periods (if applicable);
9. Photocopy of Latest Appointment (if applicable); and
10. Other documents relevant to the position applied for.

QUALIFIED APPLICANTS are advised to hand in their application to:

MA. SIONNE MAY T. CRISPINO

Administrative Officer V

Human Resource Management Services

Catanduanes State University

Virac, Catanduanes

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

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.