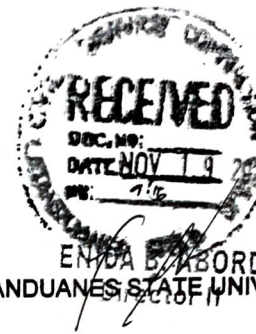


Republic of the Philippines
CATANDUANES STATE UNIVERSITY
Request for Publication of Vacant Positions



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:

EMMA BARBORDO
Director

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

Date: November 19, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer IV	CATSCB-ADOF4-5-2004	15	33,575.00	Bachelor's degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	C.S. Professional/ 2nd Level Eligibility	N/A	Executive Assistance Services
2	Administrative Assistant VI	CATSCB-ADAS6-10-2007	12	26,052.00	High School Graduate or Completion of relevant vocational/ trade course	Eight (8) hours of relevant training	Two (2) years of relevant experience	Photographer (MC 10, s.2013- Cat.II)	Photography	Public Relations and Media Communications Services
3	Administrative Assistant II	CATSCB-ADAS2-15-2017	8	18,251.00	Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course	Four (4) hours of relevant training	One (1) year of relevant experience	C.S. Sub- Professional/1st Level Eligibility	Engineering Assistant	Planning, Development and Information Systems Services

4	Administrative Aide VI	CATSCB-ADA6-14-2004	6	16,200.00	Completion of two (2) years studies in college	None required	None required	C.S. Sub-Professional/1st Level Eligibility	Cashiering	Cashiering Services
5	Administrative Aide IV	CATSCB-ADA4-16-2004	4	14,400.00	Completion of two (2) years studies in college	None required	None required	C.S. Sub-Professional/1st Level Eligibility	N/A	Budget Services
6	Administrative Aide IV	CATSCB-ADA4-17-2004	4	14,400.00	Completion of two (2) years studies in college	None required	None required	C.S. Sub-Professional/1st Level Eligibility	N/A	Executive Assistance Services
7	Administrative Aide III	CATSCB-ADA3-1-2018	3	13,572.00	Completion of two (2) years studies in college	None required	None required	C.S. Sub-Professional/1st Level Eligibility	N/A	University and Board Secretarial Services
8	Administrative Aide III	CATSCB-ADA3-24-2004	3	13,572.00	Elementary School Graduate	None required	None required	Carpenter (MC 10, s.2013-Cat. II)	Carpentry	College of Industrial Technology
9	Administrative Aide II	CATSCB-ADA2-1-2004	2	12,790.00	Elementary School Graduate	None required	None required	None required (MC 10, s.2013-Cat. III)	N/A	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 **November 29, 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;
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.