



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

No.	Position Title	Plantilla Item No.	Salary/Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Engineer III	CATSCB-ENG3-1-1998	19	48,313.00	Bachelor's degree in Engineering relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	R.A. 1080 (Appropriate Engineering License)	Building and Grounds Services
2	Science Research Specialist II	CATSCB-SRAS2-2-2012	16	36,628.00	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	Research and Development Services
3	Security Officer I	CATSCB-SECO1-1-2006	11	23,877.00	Bachelor's degree relevant to the job	None required	None required	C.S. Professional/2nd Level Eligibility	Security Services
4	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)	College of Education
5	Assistant Statistician	CATSCB-ASTAT-2-1998	09	19,593.00	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	Planning, Development and Information Systems
6	Administrative Assistant II (Clerk IV)	CATSCB-ADAS2-9-2004	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	Office of the Chief Administrative Officer - Administrative
7	Administrative Aide VI (Stenographer II)	CATSCB-ADA6-8-2004	06	16,200.00	Completion of two (2) years studies in College	None required	None required	C.S. Sub-Professional/1st Level Eligibility	Legal Services
8	Administrative Aide VI (Mechanic II)	CATSCB-ADA6-9-2004	06	16,200.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Mechanic (MC 11, s. 96 - Cat. II)	Motor Pool Services
9	Administrative Aide VI (Clerk III)	CATSCB-ADA6-1-2004	06	16,200.00	Completion of two (2) years studies in College	None required	None required	C.S. Sub-Professional/1st Level Eligibility	Admission and Registration Services



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10	Administrative Aide Aide VI (Clerk III)	CATSCB-ADA6-19-2004	06	16,200.00	Completion of two (2) years studies in College	None required	None required	C.S. Sub-Professional/1st Level Eligibility	College of Industrial Technology
11	Administrative Aide V (Carpenter II) [2 items]	CATSCB-ADA5-9-2004 CATSCB-ADA5-6-2004	05	15,275.00	Elementary School Graduate	None required	None required	Carpenter (MC No. 11, s. 96 - Cat. II)	Building and Grounds Services
12	Administrative Aide IV (Clerk II)	CATSCB-ADA4-10-2004	04	14,400.00	Completion of two (2) years studies in College	None required	None required	C.S. Sub-Professional/1st Level Eligibility	Human Resource Management Services
13	Administrative Aide IV (Clerk II) [2 items]	CATSCB-ADA4-28-2004 CATSCB-ADA4-30-2004	04	14,400.00	Completion of two (2) years studies in College	None required	None required	C.S. Sub-Professional/1st Level Eligibility	COED Laboratory Schools (Secondary)
14	Administrative Aide IV (Clerk II)	CATSCB-ADA4-33-2004	04	14,400.00	Completion of two (2) years studies in College	None required	None required	C.S. Sub-Professional/1st Level Eligibility	COED Laboratory Schools (Elementary)
15	Administrative Aide III (Clerk I)	CATSCB-ADA3-25-2017	03	13,572.00	Completion of two (2) years studies in College	None required	None required	C.S. Sub-Professional/1st Level Eligibility	Executive Assistance Services
16	Administrative Aide III (Clerk I)	CATSCB-ADA3-22-2017	03	13,572.00	Completion of two (2) years studies in College	None required	None required	C.S. Sub-Professional/1st Level Eligibility	Office of the Chief Administrative Officer - Administrative
17	Administrative Aide III (Clerk I)	CATSCB-ADA3-14-2004	03	13,572.00	Completion of two (2) years studies in College	None required	None required	C.S. Sub-Professional/1st Level Eligibility	Planning, Development and Information Systems
18	Administrative Aide III (Utility Worker II)	CATSCB-ADA3-12-2004	03	13,572.00	Must be able to read and write	None required	None required	None required (MC No. 11, s. 96 - Cat. III)	Building and Grounds Services
19	Administrative Aide III (Clerk I)	CATSCB-ADA3-6-2006	03	13,572.00	Completion of two (2) years studies in College	None required	None required	C.S. Sub-Professional/1st Level Eligibility	Corporate Business Operations
20	Administrative Aide I (Utility Worker I)	CATSCB-ADA1-4-2004	01	12,034.00	Must be able to read and write	None required	None required	None required (MC No. 11, s. 96 - Cat. III)	College of Arts and Sciences



Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than AUG 07 2021.

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| <ol style="list-style-type: none"> <li>1. Application Letter;</li> <li>2. Letter of Intent and Statement of Authenticity &amp; Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website);</li> <li>3. Fully accomplished &amp; notarized Personal Data Sheet (PDS) with recent ID picture &amp; Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at <a href="http://www.csc.gov.ph">www.csc.gov.ph</a>;</li> <li>4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate and Post-graduate studies);</li> </ol> | <ol style="list-style-type: none"> <li>5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable);</li> <li>6. Certified true copy of Certificates of Trainings/Seminars Attended;</li> <li>7. Certified true copy of Certificate of Eligibility/Rating/License ID;</li> <li>8. Certified true copy of Performance Rating in the last two rating periods (if applicable);</li> <li>9. Photocopy of Latest Appointment (if applicable);</li> <li>10. Other documents relevant to the position applied for.</li> </ol> |
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**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](mailto:csu_hrmservices@yahoo.com)

*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 characteristics protected by law. Physically-challenged applicants may contact the HRM Services for assistance at +639486275277.*

**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.**