



**Tanggapan ng Pangulo**  
*Office of the President*

January 9, 2022

ADMINISTRATIVE BULLETIN  
No. 005, s. 2022

SUBJECT: ANNOUNCEMENT OF VACANT POSITION/S

TO: All Vice-Presidents  
All Assistant Vice-Presidents  
OIC, Panganiban Campus  
All Deans/Directors  
Principal/Officers of Student Support Services  
Chiefs of Offices  
This University

Enclosed is a Notice of Vacant Position in this University as of January 10, 2022, for the following positions:

1. One (1) Farm Worker I, SG-2  
Item No.: CATSCB-FAWK1-1-1998  
College of Agriculture and Fisheries

Qualification Standards

Education : Elementary School Graduate  
Experience : None required  
Training : None required  
Eligibility : None required (MC 11, s. 96 – Cat. III)

Application letter should be filed with the Human Resource Management Services CatSU Main Campus or to Ms. Zelda F. Reyes, Administrative Officer IV Panganiban Campus, on or before January 20, 2022, together with the Letter of Intent and Statement of Authenticity and Veracity (to be secured from the HRM Services CatSU Main Campus/Panganiban Campus or CatSU Website), duly accomplished, notarized Personal Data Sheet with recent passport-sized picture (CS Form 212, Revised 2017), and other required documents for evaluation.

Be guided accordingly.

PATRICK ALAIN T. AZANZA, Ph.D.  
SUC President III

Incl.: As stated.



1/11/22 11:50 [Signature]



**NOTICE OF VACANT POSITION/S**  
 as of 6/10/2020

No.	Position Title	Plantilla Item No.	Salary/Job/Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Farm Worker I	CATSCB-FAWK1-1-1998	2	₱12,790.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 – Cat. III)	College of Agriculture and Fisheries

**Preferred Qualification:**

1. With background on Computer Programming/application of IT skills on modern farming and hydroponic system

**Job Description:**

1. Take charge of the manual work connected with plant propagation, application of fertilizer & pesticide, land preparation, draining, watering requirements, harvesting of horticulture and other farm products
2. Perform physical labor in the nursery and operate farm machinery under the supervision of immediate supervisor/s
3. Maintenance of the cleanliness and up-keep of the College's immediate premises
4. Assume responsibility for the tools, supplies and materials in his place of assignment
5. Provide the necessary precautionary measures in protecting the premises of the projects in his assignment
6. Coordinate and help in the establishment of the instructional, educational/research and productive projects of the College
7. Perform other duties as may be assigned by the immediate supervisor from time to time

**Required Competencies:**

**Core:**

1. Exemplifying integrity
2. Delivering service excellence
3. Solving problems and making decisions

**Organizational:**

1. Speaking effectively
2. Writing effectively

3. Championing and applying innovations

4. Planning and delivering
5. Managing information
6. Collaboration and networking

**Technical:**

1. Manual and mechanical skills
2. IT skills, knowledge about hydroponic system, precision agriculture and modern farming

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than 6/10/2020.

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 [www.csc.gov.ph](http://www.csc.gov.ph);
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 their application to:

*Profile*  
**MA. SIONNE MAY T. CRISPINO**  
 Administrative Officer V, Human Resource Management Services  
 Catanduanes State University

*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.*

**APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**  
**LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.**