



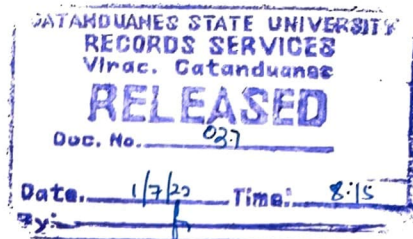
Tanggapan ng Pangulo
Office of the President

January 6, 2022

ADMINISTRATIVE BULLETIN
No. 002, 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/s in this University as of January 6, 2022, for the following position:

1. One (1) Professor VI, SG-29
Item No.: CATSCB-PROF6-10-1998
CatSU Main Campus

Qualification Standards

| | | |
|-------------|---|---|
| Education | : | Doctoral Degree |
| Experience | : | Five (5) years relevant experience |
| Training | : | Thirty-two (32) hours relevant training |
| Eligibility | : | RA 1080 for courses requiring BAR/Board Eligibility |
| Others | : | 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); must be accredited Full Professor; and must have earned a Performance Rating of at least Very Satisfactory in the last two (2) rating periods prior to the date of application |

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 16, 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., J.D.
SUC President III

Incl.: As stated.

JAN 10 2022

10.40



NOTICE OF VACANT POSITION/S
 as of July 6, 2022

| No. | Position Title | Plantilla Item No. | Salary/Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | | Place of Assignment | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|--|--------------------------|-------------------|---|---|------------------------------------|---|---|------------------------|-------|---|--|---------------------------|----------------------------|------------------------------|----------------------------------|-------------------------|-------------------|--|---------------------------------|---|--|--|------------------------|-----------------|-----------|--|-------------------------|--|---|------------------------|---|----------------------------------|
| | | | | | Education | Training | Experience | Eligibility | Others | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Professor VI | CATSCB-PROF6-10-1998 | 29 | ₱161,231.00 | Doctoral degree | Thirty-two (32) hours relevant training | Five (5) years relevant experience | RA 1080 for courses requiring BAR/Board Eligibility | <ul style="list-style-type: none"> • Must have earned the needed number of points for NBC 461 CCE/QCE • Accredited Full Professor • Must have earned a Performance Rating of at least Very Satisfactory in the last two (2) ratings periods prior to the date of application | CatSU Main Campus | | | | | | | | | | | | | | | | | | | | | | | | |
| Job Description: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 50% - Instruction 50% - Research | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Required Competencies: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="0"> <tr> <td>Core:</td> <td>3. Championing and applying innovations</td> <td>3. Critical thinking and problem solving</td> </tr> <tr> <td>1. Exemplifying integrity</td> <td>4. Planning and delivering</td> <td>4. Consultation and advising</td> </tr> <tr> <td>2. Delivering service excellence</td> <td>5. Managing information</td> <td>5. Computer Savvy</td> </tr> <tr> <td>3. Solving problems and making decisions</td> <td>6. Collaboration and networking</td> <td>6. Exemplifying proficiency in research</td> </tr> <tr> <td></td> <td></td> <td>7. Publication writing</td> </tr> <tr> <td>Organizational:</td> <td>Technical</td> <td>8. Knowledge in technology transfer management</td> </tr> <tr> <td>1. Speaking effectively</td> <td>1. Effective teaching and classroom management</td> <td>9. Production and entrepreneurship management</td> </tr> <tr> <td>2. Writing effectively</td> <td>2. Innovative instructional materials development</td> <td>10. Quality assurance management</td> </tr> </table> | | | | | | | | | | | Core: | 3. Championing and applying innovations | 3. Critical thinking and problem solving | 1. Exemplifying integrity | 4. Planning and delivering | 4. Consultation and advising | 2. Delivering service excellence | 5. Managing information | 5. Computer Savvy | 3. Solving problems and making decisions | 6. Collaboration and networking | 6. Exemplifying proficiency in research | | | 7. Publication writing | Organizational: | Technical | 8. Knowledge in technology transfer management | 1. Speaking effectively | 1. Effective teaching and classroom management | 9. Production and entrepreneurship management | 2. Writing effectively | 2. Innovative instructional materials development | 10. Quality assurance management |
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| 2. Delivering service excellence | 5. Managing information | 5. Computer Savvy | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. Solving problems and making decisions | 6. Collaboration and networking | 6. Exemplifying proficiency in research | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 7. Publication writing | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Organizational: | Technical | 8. Knowledge in technology transfer management | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Speaking effectively | 1. Effective teaching and classroom management | 9. Production and entrepreneurship management | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. Writing effectively | 2. Innovative instructional materials development | 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 <u>July 11, 2022</u> . | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 ; 4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate and Post-graduate studies, if applicable); | | | | | 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:

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

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

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