



NOTICE OF VACANT POSITION/S
 as of MAR 02 2022

No.	Position Title	Plantilla Item No.	Salary/Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	Administrative Officer III	CATSCB-ADOF3-1- 2004	14	₱32,321.00	Bachelor's Degree relevant to the job	Four (4) hours relevant training	One (1) year relevant experience	Career Service Professional/ 2nd Level Eligibility		Cashiering Services

Job Description:

1. Review and sign all checks and advice of checks issues and cancelled
2. Controls and issues Official Receipts to designated Collecting/Accountable Officers
3. Prepares consolidated report of accountability for accountable forms
4. Supervises the daily issuance of checks and cash to officials/employees
5. Monitors the status of cash allocation and balances of all local currency account
6. Monitors the preparation of the Cashiering Services reports/records


Required Competencies:

Core:	Organizational:	Technical
1. Exemplifying integrity	1. Speaking effectively	1. Cash management
2. Delivering service excellence	2. Writing effectively	
3. Solving problems and making decisions	3. Championing and applying innovations	
	4. Planning and delivering	
	5. Managing information	
	6. Collaboration and networking	

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than MAR 17 2022.

- | | |
|--|--|
| 1. Application Letter; | 5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable); |
| 2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website); | 6. Certified true copy of Certificates of Trainings/Seminars Attended; |
| 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 ; | 7. Certified true copy of Certificate of Eligibility/Rating/License ID; |
| 4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate and Post-graduate studies); | 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 assistance at +639290041494.

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



NOTICE OF VACANT POSITION/S
 as of MAR 07 2020

No.	Position Title	Plantilla Item No.	Salary/Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	Accountant III	CATSCB-A3-1-1998	19	₱49,835.00	Bachelor's Degree in Commerce/ Business Administration major in Accounting	Eight (8) hours relevant training	Two (2) years relevant experience	RA 1080 (CPA)		Accounting Services

Job Description:

1. Assumes responsibility over the preparation of financial statements and various reports for submission to the different government agencies and management
2. Assumes responsibility in the management & control of funds, takes action on request of funds balances covering transactions in the University, maintains financial records for the different accounts
3. Checks vouchers, supporting papers, books of accounts and various records covering financial transactions of the University
4. Signs vouchers, purchase orders and other documents
5. Supervises and evaluates the performance of all accounting personnel
6. Plans, coordinates, directs, monitors personnel and financial transactions
7. Perform other related 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 | 3. Championing and applying innovations
4. Planning and delivering
5. Managing information
6. Collaboration and networking | 3. Building collaborative, inclusive working relationships
4. Managing performance and coaching for results
5. Creating and nurturing high performing organization
Technical
1. Accounting and financial management
2. Familiarity with the Government Procurement and Reform Act (RA 9184 and its IRR) |
| Organizational:
1. Speaking effectively
2. Writing effectively | Leadership:
1. Thinking strategically and creatively
2. Leading change | |

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than MAR 17 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 ;
4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-graduate); | 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 assistance at +639290041494.

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



NOTICE OF VACANT POSITION/S
 as of MAR 02 2022

No.	Position Title	Plantilla Item No.	Salary/Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	Administrative Aide IV	CATSCB-ADA4-27-2004	4	₱14,993.00	Completion of two (2) years studies in college	None required	None required	C.S. Sub-Professional/ 1st Level Eligibility		College of Engineering

Job Description:

1. Take charge of the recording, routing and releasing of incoming and outgoing communications and other reports to the Office concerned
2. Receive and file communications, office instructions, memoranda, circular, evaluation forms etc.
3. Prepare and keep office forms, control office supplies and materials
4. Perform clerical and messengerial tasks
5. Perform other duties that may be assigned by the immediate supervisor from time to time

Required Competencies:

Core:	Organizational:	4. Planning and delivering	Technical
1. Exemplifying integrity	1. Speaking effectively	5. Managing information	1. Records
2. Delivering service excellence	2. Writing effectively	6. Collaboration and networking	2. Computer skills
3. Solving problems and making decisions	3. Championing and applying innovations		

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than MAR 17 2022.

<ol style="list-style-type: none"> 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); 	<ol style="list-style-type: none"> 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 assistance at +639290041494.

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



NOTICE OF VACANT POSITION/S
 as of March 02, 2020

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	Administrative Assistant II	CATSCB-ADAS2-1-2021	8	₱18,998.00	Elementary School Graduate	Four (4) hours of relevant training	One (1) year of relevant experience	Professional Driver's License (MC 10, s. 2013-Cat. IV)		Motor Pool Services

Job Description:

1. Take charge of the operation of the Motor Pool Services; assess performance, perform troubleshooting and make recommendation for repair or replacement of damaged parts to ensure serviceability of vehicles at all times
2. Assume responsibility over the custody, safety, recording, release and ticketing, registration and renewal of licenses of government vehicles and equipment; update vehicle service record, fuel and oil consumption and travel reports
3. Provide service for official trips within and outside of CatSU/Transport CatSU officials on official business to destinations; ensure safety of lives and property while driving and report involvement in any vehicular accident
4. Supervise, evaluate and rate performance of the personnel in the Motor Pool Services
5. Perform other functions/duties that may be assigned by the immediate supervisor from time to time


Required Competencies:

Core:	Organizational:	4. Planning and delivering	Technical
1. Exemplifying integrity	1. Speaking effectively	5. Managing information	1. Driving skills
2. Delivering service excellence	2. Writing effectively	6. Collaboration and networking	2. Vehicle maintenance and servicing
3. Solving problems and making decisions	3. Championing and applying innovations		

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than MAR 17 2020.

1. Application Letter;	5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable);
2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website);	6. Certified true copy of Certificates of Trainings/Seminars Attended;
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 ;	7. Certified true copy of Certificate of Eligibility/Rating/License ID;
4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-	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 assistance at +639290041494.

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



NOTICE OF VACANT POSITION/S
 as of MAR 02 2022

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	Laboratory Technician II	CATSCB-LABT2-48-2021	8	₱18,998.00	Two (2) years studies in college	Four (4) hours relevant training	One (1) year relevant experience	Laboratory Technician (CSC MC 10, s. 2013 – Cat. II)		College of Information and Communications Technology

Job Description:

1. Check and monitor all computer units and other equipment in the laboratory rooms
2. Plan and conduct preventive maintenance of computer units and other equipment semi-annually
3. Assist faculty during laboratory exercises and troubleshoot problems that may occur
4. Perform structured cabling and monitor network connections in all laboratory rooms
5. Maintain cleanliness and orderliness in all laboratory rooms
6. Prepare inventory reports to be submitted semi-annually or as needed
7. Perform other related duties that may be assigned by the immediate supervisor from time to time

Required Competencies:

Core:	Organizational:	4. Planning and delivering	Technical
1. Exemplifying integrity	1. Speaking effectively	5. Managing information	1. Laboratory instrumentation background
2. Delivering service excellence	2. Writing effectively	6. Collaboration and networking	2. Laboratory supplies management, storage and disposal
3. Solving problems and making decisions	3. Championing and applying innovations		

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than MAR 17 2022.

- | | |
|--|--|
| 1. Application Letter; | 5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable); |
| 2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website); | 6. Certified true copy of Certificates of Trainings/Seminars Attended; |
| 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 ; | 7. Certified true copy of Certificate of Eligibility/Rating/License ID; |
| 4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post- | 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 assistance at +639290041494.

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



NOTICE OF VACANT POSITION/S
 as of NOV 1, 2022

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	Laboratory Technician II	CATSCB-LABT2-43-2021	8	₱18,998.00	Two (2) years studies in college	Four (4) hours relevant training	One (1) year relevant experience	Laboratory Technician (CSC MC 10, s. 2013 – Cat. II)		College of Health Sciences

Job Description:

1. In charge of laboratory instruments, apparatus, laboratory equipment, materials, simulation room and audio visual room
2. Facilitate laboratory services such as issuance of borrower's slip and its retrieval
3. Maintain cleanliness and workability of the Simulation Room and Audio Visual Room
4. Assist in maintaining updated inventory of laboratory instruments, apparatus, laboratory equipment, materials and its maintenance
5. Perform other related duties that the immediate supervisor may be assigned from time to time

Required Competencies:

Core:	Organizational:	4. Planning and delivering	Technical
1. Exemplifying integrity	1. Speaking effectively	5. Managing information	1. Laboratory instrumentation background
2. Delivering service excellence	2. Writing effectively	6. Collaboration and networking	2. Laboratory supplies management, storage and disposal
3. Solving problems and making decisions	3. Championing and applying innovations		

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than NOV 1, 2022.

1. Application Letter;	5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable);
2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website);	6. Certified true copy of Certificates of Trainings/Seminars Attended;
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 ;	7. Certified true copy of Certificate of Eligibility/Rating/License ID;
4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-	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 assistance at +639290041494.

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



NOTICE OF VACANT POSITION/S
 as of MAR 02 2020

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	Laboratory Technician II	CATSCB-LABT2-46-2021	8	₱18,998.00	Two (2) years studies in college	Four (4) hours relevant training	One (1) year relevant experience	Laboratory Technician (CSC MC 10, s. 2013 – Cat. II)		College of Engineering

Preferred Qualifications:
 With two (2) year studies in Engineering

Job Description:

1. In charge of laboratory, instruments, stock room and its maintenance, ensure orderliness, cleanliness of laboratory and stockroom
2. Assist in the conduct of laboratory experiments
3. Maintain stockroom inventory records and reports
4. Conduct minor repairs and troubleshooting of electronic instruments and laboratory equipment
5. Monitor instruments and equipment preventive maintenance
6. Perform other functions/duties that may be assigned 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. Laboratory instrumentation background 2. Laboratory supplies management, storage and disposal
---	--	--	---

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than MAR 15 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 ; 4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-	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 assistance at +639290041494.

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



NOTICE OF VACANT POSITION/S
 as of Nov. 02, 2020

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	Laboratory Technician II	CATSCB-LABT2-44-2021	8	₱18,998.00	Two (2) years studies in college	Four (4) hours relevant training	One (1) year relevant experience	Laboratory Technician (CSC MC 10, s. 2013 – Cat. II)		College of Arts and Sciences

Job Description:

1. Assist/facilitate laboratory services such as issuance and preparation of apparatuses and chemicals during laboratory classes/experiments
2. Perform laboratory operations and hygiene duties such as disposal of laboratory wastes, safe storage and protocol in handling of laboratory chemicals and apparatus
3. Maintain cleanliness and workability of laboratory materials and equipment
4. Assist in maintaining updated inventory of laboratory supplies/materials/chemicals equipment and order/procure stocks for laboratory use
5. Perform other related duties as required by the immediate supervisor

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. Laboratory instrumentation background 2. Laboratory supplies management, storage and disposal
--	---	--	--

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than Nov. 17, 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 ;
4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post- | 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 assistance at +639290041494.

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



NOTICE OF VACANT POSITION/S
 as of March 02, 2020

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Others
1	Laboratory Technician II	CATSCB-LABT2-45-2021	8	₱18,998.00	Two (2) years studies in college	Four (4) hours relevant training	One (1) year relevant experience	Laboratory Technician (CSC MC 10, s. 2013 – Cat. II)		College of Business and Accountancy

Job Description:

1. Check and monitor all computer units and other equipment in the laboratory rooms
2. Perform preventive maintenance of computer units and other equipment
3. Assist faculty during laboratory exercises and troubleshoot problems that may occur
4. Perform structured cabling and monitor network connections in all laboratory rooms
5. Maintain cleanliness and orderliness in all laboratory rooms
6. Perform other related duties that may be assigned by the immediate supervisor from time to time

Required Competencies:

Core:	Organizational:	4. Planning and delivering	Technical
1. Exemplifying integrity	1. Speaking effectively	5. Managing information	1. Laboratory instrumentation background
2. Delivering service excellence	2. Writing effectively	6. Collaboration and networking	2. Laboratory supplies management, storage and disposal
3. Solving problems and making decisions	3. Championing and applying innovations		

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than March 17, 2020.

1. Application Letter;	5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable);
2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website);	6. Certified true copy of Certificates of Trainings/Seminars Attended;
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 ;	7. Certified true copy of Certificate of Eligibility/Rating/License ID;
4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-	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 assistance at +639290041494.

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



NOTICE OF VACANT POSITION/S
 as of NOV 17 2020

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Others
1	Laboratory Technician II	CATSCB-LABT2-43-2021	8	₱18,998.00	Two (2) years studies in college	Four (4) hours relevant training	One (1) year relevant experience	Laboratory Technician (CSC MC 10, s. 2013 – Cat. II)		College of Agriculture and Fisheries

Preferred Qualifications:

With two (2) year studies in Agriculture or allied course

Job Description:

1. Test and analyze soil, aggregates and other materials
2. Operate soil sampling equipment (soil auger etc.) and perform proper sampling procedures in the field
3. Assist faculty and students in the conduct of soil laboratory testing
4. Perform necessary maintenance requirements for basic soil sampling equipment
5. Submit from time to time list of soil laboratory equipment and supplies for possible purchase/acquisition
6. Document and explain all findings and note any issues of concerns pertaining to soil testing and analysis
7. Perform other related duties as may be required by the immediate supervisor from time to time

Required Competencies:

Core:	Organizational:	4. Planning and delivering	Technical
1. Exemplifying integrity	1. Speaking effectively	5. Managing information	1. Laboratory instrumentation background (soil testing & analysis)
2. Delivering service excellence	2. Writing effectively	6. Collaboration and networking	2. Laboratory supplies management, storage and disposal
3. Solving problems and making decisions	3. Championing and applying innovations		

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than NOV 17 2020.

- | | |
|--|---|
| <ol style="list-style-type: none"> 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, Post- | <ol style="list-style-type: none"> 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:

[Signature]
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 assistance at +639290041494.

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



NOTICE OF VACANT POSITION/S
 as of NOV 02 2020

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	Administrative Aide IV	CATSCB-ADA4-2-2021	4	₱14,993.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013-Cat. IV)		Motor Pool Services

Job Description:

1. Convey CatSU officials on official business within or outside CatSU; ensure safety and property while driving; observe traffic rules and regulations and report involvement in any vehicular accident; record and submit trip forms
2. Assist in the maintenance and overhauling of vehicles; maintain vehicle cleanliness and good running condition; and report/recommend for repair/replacement of damaged parts to ensure serviceability of vehicles at all times
3. Perform other functions/duties that may be assigned by the immediate supervisor from time to time

Required Competencies:

Core:	Organizational:	4. Planning and delivering	Technical
1. Exemplifying integrity	1. Speaking effectively	5. Managing information	1. Driving skills
2. Delivering service excellence	2. Writing effectively	6. Collaboration and networking	2. Vehicle maintenance and servicing
3. Solving problems and making decisions	3. Championing and applying innovations		

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than NOV 1, 2020.

- | | |
|--|--|
| 1. Application Letter; | 5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable); |
| 2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website); | 6. Certified true copy of Certificates of Trainings/Seminars Attended; |
| 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 ; | 7. Certified true copy of Certificate of Eligibility/Rating/License ID; |
| 4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post- | 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 assistance at +639290041494.

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



NOTICE OF VACANT POSITION/S
 as of

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Administrative Aide II	CATSCB-ADA2-3-2021	2	₱13,305.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 – Cat. III)	Executive Assistance Services

Job Description:
 1. Take charge of the recording, routing and releasing of incoming and outgoing communications and other reports to the Office concerned
 2. Receive and file communications, office instructions, memoranda, circular, evaluation forms etc.
 3. Prepare and keep office forms, control office supplies and materials
 4. Perform clerical and messengerial tasks
 5. Perform other duties that may be assigned by the immediate supervisor from time to time

Required Competencies:

Core:	Organizational:	4. Planning and delivering	Technical
1. Exemplifying integrity	1. Speaking effectively	5. Managing information	1. Records management
2. Delivering service excellence	2. Writing effectively	6. Collaboration and networking	2. Computer skills
3. Solving problems and making decisions	3. Championing and applying innovations		

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

- | | |
|--|--|
| 1. Application Letter; | 5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable); |
| 2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website); | 6. Certified true copy of Certificates of Trainings/Seminars Attended; |
| 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 ; | 7. Certified true copy of Certificate of Eligibility/Rating/License ID; |
| 4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post- | 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 assistance at +639290041494.

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



NOTICE OF VACANT POSITION/S
 as of Nov. 02, 2022

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Others
1	Administrative Aide II	CATSCB-ADA2-4-2021	2	₱13,305.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 – Cat. III)		Human Resource Management Services

Job Description:

1. Take charge of the recording, routing and releasing of incoming and outgoing communications and other reports to the Office concerned
2. Receive and file communications, office instructions, memoranda, circular, evaluation forms etc.
3. Prepare and keep office forms, control office supplies and materials
4. Perform clerical and messengerial tasks
5. Perform other duties that may be assigned by the immediate supervisor from time to time

Required Competencies:

Core:	Organizational:	4. Planning and delivering	Technical
1. Exemplifying integrity	1. Speaking effectively	5. Managing information	1. Records management
2. Delivering service excellence	2. Writing effectively	6. Collaboration and networking	2. Computer skills
3. Solving problems and making decisions	3. Championing and applying innovations		

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than Nov. 1, 2022.

1. Application Letter;	5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable);
2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website);	6. Certified true copy of Certificates of Trainings/Seminars Attended;
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 ;	7. Certified true copy of Certificate of Eligibility/Rating/License ID;
4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-	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 assistance at +639290041494.

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



NOTICE OF VACANT POSITION/S
 as of NOV 02 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	Administrative Aide I	CATSCB-ADA1-5-2021	1	₱12,517.00	Must be able to read and write	None required	None required	None required (CSC MC 10, s. 2013 - Cat. III)		Motor Pool Services

Job Description:

1. Take charge of the recording, routing and releasing of incoming and outgoing communications and other reports to the Office concerned
2. Receive and file communications, office instructions, memoranda, circular, evaluation forms etc.
3. Prepare and keep office forms, control office supplies and materials
4. Perform clerical and messengerial tasks
5. Perform other duties that may be assigned by the immediate supervisor from time to time

Required Competencies:

Core:	Organizational:	Technical
1. Exemplifying integrity	1. Speaking effectively	1. Records management
2. Delivering service excellence	2. Writing effectively	2. Computer skills
3. Solving problems and making decisions	3. Championing and applying innovations	
	4. Planning and delivering	
	5. Managing information	
	6. Collaboration and networking	

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than NOV 1, 2023.

- | | |
|--|---|
| <ol style="list-style-type: none"> 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, Post- | <ol style="list-style-type: none"> 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 assistance at +639290041494.

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



NOTICE OF VACANT POSITION/S
 as of March 02, 2020

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	Administrative Aide I	CATSCB-ADA1-6-2021	1	₱12,517.00	Must be able to read and write	None required	None required	None required (CSC MC 10, s. 2013 - Cat. III)		Building and Grounds Services

Job Description:

- Maintain cleanliness and orderliness of the offices, classrooms, toilets and other areas of the building and surroundings including lawns, hedges, canals and gutters
- Perform reproduction works of documents; deliver and follow-up correspondence, communication and other documents to/from various offices/units; run errands for the office on matters requiring urgent action
- Perform basic repair works; notify supervisor on deficiencies or needs for repair etc.
- Perform other related functions/duties as may be assigned by the immediate supervisor from time to time

Required Competencies:

Core:	Organizational:	4. Planning and delivering	Technical
1. Exemplifying integrity	1. Speaking effectively	5. Managing information	1. Extensive knowledge of cleaning and landscaping
2. Delivering service excellence	2. Writing effectively	6. Collaboration and networking	2. Manual dexterity
3. Solving problems and making decisions	3. Championing and applying innovations		3. Housekeeping and disposal

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

- | | |
|--|--|
| 1. Application Letter; | 5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable); |
| 2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website); | 6. Certified true copy of Certificates of Trainings/Seminars Attended; |
| 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 ; | 7. Certified true copy of Certificate of Eligibility/Rating/License ID; |
| 4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post- | 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 assistance at +639290041494.

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