

		Plantilla Item No.	Salary/Job/	Monthly		Qu	alification Standar	ds		Disco of Assistant
No.	Position Title	Plantilla item No.	Pay Grade	Salary	Education	Training	Experience	Eligibility	Others	Place of Assignmen
1	Administrative	CATSCB-ADOF3-1-	14	₹32,321.00	Bachelor's Degree	Four (4) hours	One (1) year	Career Service		Cashiering Services
	Officer III	2004			relevant to the job	relevant training	relevant	Professional/		
							experience	2nd Level Eligibility		
	Description:	1								
		ks and advice of checks iss								
2. Co	ntrols and issues Offic	ial Receipts to designated (	Collecting/Accourt	table Officers						
		port of accountability for ac								
		ance of checks and cash to								
		sh allocation and balances of		cy account						
	ired Competencies	of the Cashiering Services	epons/records							
Core:	neu competencie:	5.	Organizational:			4. Planning and deliv	verina	Technical		
	mplifying integrity		1. Speaking eff			5. Managing informa		1. Cash management		
	ivering service excelle	9009	2. Writing effect			6. Collaboration and				
	ving problems and ma		3. Championing		novations		g			
	•	-						r than MAC 17 1	2002	
Intere	sted and qualified a	pplicants should signify t	heir interest in v	vriting, attach t	the following documents	and send to the add	dress below not late	r than III	Mac	
1. Ap	plication Letter;					5. Certified true co	ppy of Updated Serv	ice Record or Certificate	of Employment	
		tement of Authenticity &	Veracity of Doc	uments Submi	itted (a copy may be	(if applicable);				
		ices or CatSU Website);	,			6. Certified true co	ppy of Certificates of	Trainings/Seminars Atter	ded.	
			Sheet (PDS) wit	h recent ID pic	ture & Work Experience			Eligibility/Rating/License I		
		Rev. 2017) downloadab						Rating in the last two ratin		plicable).
		ranscript of Records (Hig			eate and Post-oraduate		atest Appointment (i		ig poinede (il app	shousie,
		ranscript of Records (Hig		na, Daccalaure	cate and i ost-graduate					
studie	(S);					To. Other docume	nts relevant to the p	position applied for.		

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to: 10

#### MA. SIONNE MAY T. CRISPINO

Administrative Officer V, Human Resouce 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, ehtnicity, 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 \_\_\_\_\_\_

			Salary	Monthly			Qualificati	ion Standards			
No.	Position Title	Plantilla Item No.	Job/Pay Grade	Salary	Education		Training	Experience	Eligibility	Others	Place of Assignment
1	Accountant III	CATSCB-A3-1-1998	19	₽49,835.00	Bachelor's Degree in Comr Business Administration ma Accounting		Eight (8) hours relevant training	Two (2) years relevant experience	RA 1080 (CPA)		Accounting Services
Job	Description:										
2. A: 3. Cl 4. S 5. Si	ssumes responsibil necks vouchers, su igns vouchers, p upervises and eval	ity in the management &	control of fur f accounts an ner documen all accountir	ids, takes action nd various reco nts ng personnel	arious reports for submission to n on request of funds balances rds covering financial transaction	s covering	transactions in the	encies and management University, maintains financ	ial records for the diffe	rent accounts	
7. Pe	erform other related	d duties as may be assign	ed by the im	mediate superv	isor from time to time						
	uired Competer										
Core					ing innovations		-	ative, inclusive working rela			
	kemplifying integrit			and delivering				mance and coaching for res turing high performing orga			
sense and the	elivering service ex		•	g information			5. Creating and nur Technical	runng nign performing orga	Inization		
1000 1000		d making decisions		ation and netwo	orking			financial management			
	anizational:		Leadership	strategically ar	ad creatively		555 H SHUBBLINGSCOMITSCO . (35100-0)	he Government Procureme	nt and Reform Act (RA	9184 and its I	RR)
	peaking effectively		2. Leading		lu cleatively		2. I difinitionly with a				Tuy
	riting effectively								n Mil 1. 1		
Inte	rested and qualif	ied applicants should s	ignify their i	nterest in writii	ng, attach the following docu	uments ar	nd send to the add	dress below not later that	n		·
1 4	pplication Letter;						5. Certified true of	copy of Updated Service	Record or Certificate	of Employm	ent (if applicable);
21	etter of Intent and	d Statement of Authent	icitv & Vera	city of Docume	ents Submitted (a copy may	/ be	6. Certified true of	copy of Certificates of Tra	inings/Seminars Atte	nded;	
Sec.	ured at the HRM	Services or CatSU We	bsite):	,			7. Certified true of	copy of Certificate of Eligi	bility/Rating/License I	ID;	
3 F	ully accomplishe	d & notarized Personal	Data Sheet	t (PDS) with re	ecent ID picture & Work Exp	perience		copy of Performance Rat		ng periods (i	f applicable);
She	et (CS Form No.	212, Rev. 2017) down	loadable at	www.csc.gov.	ph;			Latest Appointment (if ap			
4 0	ertified true copy	of Transcript of Recor	ds (High Sc	hool Diploma,	Baccalaureate, Post-gradua	iate);	10. Other docum	ents relevant to the posi	tion applied for.		
QU	ALIFIED APPLIC MA. SIONNE/M Administrative C Catanduanes S Virac, Catandua	ANTS are advised to h AY T. CRISPINO Officer V, Human Resolutate University	nand in or se uce Manage UMENTS S	end through co ement Service: HALL NOT BI	ourier their application to: s a s p E ENTERTAINED.	The applicants applicant status, dis protected	s will receive of on the account sability, religion,	State University is an consideration for emp t of person's age, se ehtnicity, political affili Illy-challenged applical	loyment and does x, sexual orientation iation, disability stati	not unlaw on and gei us or any o	vfully discriminate nder identity, civil ther characteristic



#### NOTICE OF VACANT POSITION/S 1:17 02 000 as of

			Salary/Job/	Monthly		Qui	alification Standard	is		Place of Assignment
No.	Position Title	Plantilla Item No.	Pay Grade	Salary	Education	Training	Experience	Eligibility	Others	
-	Administrative	CATSCB-ADA4-27-	4	₱14,993,00	Completion of two (2)	None required	None required	C.S. Sub-Professional/		College of Engineering
1'	Aide IV	2004			years studies in college	The second second second second		1st Level Eligibility		
		2004			,					
Job	Description:		in a of in a smin	a and autacing	communications and at	or reports to the	ffice concerned			
1. Ta	ke charge of the rec	ording, routing and releas	sing of incomin	g and outgoing	forme etc.	lei reports to the C				
2. Re	ceive and file commun	nications, office instructions,	memoranda, cin	cular, evaluation	ionins etc.					
		forms, control office supplies	and materials							
4. Pe	form clerical and mes	may be assigned by the imn	nediate supervis	or from time to t	me					
	ired Competencie									
Core	ined competencies	5.	Organizational			4. Planning and deli	vering	Technical		
1000000000	emplifying integrity		1. Speaking ef			5. Managing informa	ation	1. Records		
	livering service excelle	POCE	2. Writing effect			6. Collaboration and	networking	<ol><li>Computer skills</li></ol>		
Construction of the	ving problems and ma			g and applying in	novations					
								than MAC 1.		
Inter	ested and qualified a	applicants should signify th	neir interest in	writing, attach t	he following documents a	and send to the add	dress below not late		•	
1 4	plication Letter;					5. Certified true co	py of Updated Servi	ice Record or Certificate c	of Employment	
210	tter of Intent and Sta	atement of Authenticity & V	veracity of Doc	uments Submi	itted (a copy may be	(if applicable);				
Z. Le	red at the HRM Sen	vices or CatSU Website);				6. Certified true co	py of Certificates of	Trainings/Seminars Atten	ded:	
Secu		estational Demonal Data S	boot (PDS) wi	th recent ID nic				Eligibility/Rating/License ID		
3. FL	liy accomplished & r	Data 2017) developedeb		an recent ib pic		8 Certified true co	ny of Performance I	Rating in the last two rating	a periode (if and	alicable):
Shee	t (CS Form No. 212	, Rev. 2017) downloadab		yov.pn, Decelour					g periods (ii app	blicable),
		ranscript of Records (Hig	n School Diplo	ma, Baccalaur	eate and Post-graduate	10 Other decision	atest Appointment (I			
studi	es);					10. Other docume	nts relevant to the p	osition applied for.		

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

#### The Catanduanes State University is an Equal Opportunity Employer and all qualifified 010 applicants will receive consideration for employment and does not unlawfully discriminate MA. SIONNE NAY T. CRISPINO applicant on the account of person's age, sex, sexual orientation and gender identity, civil Administrative Officer V, Human Resouce Management Services status, disability, religion, ehtnicity, political affiliation, disability status or any other Catanduanes State University characteristic protected by law. Physically-challenged applicants may contact the HRM Virac, Catanduanes Services for assistance at +639290041494.

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			Salary/	Position Title Plantilla Item No. Job/Pay Monthly Education Training Experience Eligibility Others Place of Assignment												
No.	Position Title	Plantilla Item No.	Job/Pay Grade	Salary	Education	Training	Experience	Eligibility	Others	Place of Assignment						
1	Administrative	CATSCB-ADAS2-1-2021	8	₱18,998.00	Elementary School	Four (4) hours of	One (1) year of	Professional Driver's License		Motor Pool Services						
	Assistant II				Graduate	relevant training	relevant experience	(MC 10, s. 2013-Cat. IV)								
Job	Description:															
1. T				assess perform	nance, perform trouble	shooting and make	recommendation for rep	pair or replacement of damaged pa	arts							
	to ensure servic	eability of vehicles at all time	es				a of accompany vobiols	a and equipment: undate vehicle	service re	cord						
			, recording	, release and t	cketing, registration an	d renewal of license	is of government vehicle	es and equipment; update vehicle	Service re	0010,						
	fuel and oil cons	umption and travel reports			alCLL officials on officia	I husiness to destin	ations: ensure safety of l	ives and property while driving an	d							
				U/Iransport C	atsu omiciais on officia	Dusiness to destina	alloris, erisule salety of	lives and property while driving an	-							
	report involveme	ent in any vehicular acciden	[ the norsonr	el in the Motor	Pool Services											
4. S	ipervise, evalua	te and rate performance of t	die personi	ne immediate s	upenvisor from time to	time										
		tions/duties that may be as	signed by u	le infinediale s	upervisor norm unic to											
	uired Competer	icies:	Organizati	onal <sup>.</sup>		4. Planning and de	iverina	Technical	2 N N							
Core				g effectively		5. Managing inform		1. Driving skills								
	cemplifying integ		2. Writing			6. Collaboration an		2. Vehicle maintenance and servi	cing							
	elivering service				ying innovations				_							
								ter than MAR 17 cm								
Inter	ested and qualifi	ed applicants should signify	their intere	st in writing, at												
1 4	plication Letter,					5. Certified true cor	by of Updated Service R	ecord or Certificate of Employmer	nt (if applic	able);						
	tor of Intent and	Statement of Authenticity 8	Veracity o	f Documents S	submitted (a copy may	6. Certified true cop	by of Certificates of Train	nings/Seminars Attended;								
Z. Le	cured at the HE	M Services or CatSU Webs	site)		······································	7. Certified true cop	y of Certificate of Eligib	ility/Rating/License ID;								
Des		& notarized Personal Data	Sheet (PD	S) with recent	D picture & Work	8. Certified true cop	by of Performance Ratin	g in the last two rating periods (if a	pplicable)	;						
3. FI	illy accomplished	S Form No. 212, Rev. 2017	) download	able at www.cs	c gov.ph:	9. Photocopy of La	test Appointment (if app	licable);								
Expe	enence Sheet (C	5 FUTILINU. 212, Rev. 2017	ich School	Diploma Bacc			ts relevant to the position									
4. C	ertified true copy	of Transcript of Records (Hi	ign School	Dipionia, Dacc		.c. sale accalle										

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

# MA. SIONNE MAY T. CRISPINO

Administrative/Officer V, Human Resouce Management Services Catanduanes State University Virac, Catanduanes

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## as of \_\_\_\_\_\_ 0 2 2000

			Salary/	Monthly			<b>Qualification Stand</b>	ards		
No.	Position Title	Plantilla Item No.	Job/Pay Grade	Salary	Education	Training	Experience	Eligibility	Others	Place of Assignment
1	Laboratory	CATSCB-LABT2-48-2021	8	P18,998.00	Two (2) years	Four (4) hours	One (1) year	Laboratory Technician		College of Information
	Technician II				studies in college	relevant training	relevant experience	(CSC MC 10, s. 2013 – Cat. II)		and Communications Technology
	Description:							•		
1. Cł	neck and monitor all c	computer units and other equipr	nent in the la	boratory rooms	v 40					
2. Pl	an and conduct preve	ntive maintenance of computer	units and ot	her equipment s	emi-annually					
3. As	sist faculty during lab	oratory exercises and troubles	noot problem	s that may occu	r					
		abling and monitor network of		in all laborato	y rooms					
		d orderliness in all laboratory ro		od						
		ts to be submitted semi-annual uties that may be assigned by t			n time to time					
	uired Competenci									
Core			Organizati	onal:		4. Planning and de	elivering	Technical		
	xemplifying integrity	1	1. Speakir	g effectively		5. Managing inform	nation	1. Laboratory instrumentation ba	ckground	
	elivering service ex		2. Writing			6. Collaboration ar		2. Laboratory supplies managem	ent, stora	ge and disposal
		d making decisions	3. Champi	oning and app	lying innovations					
Inter	rested and qualified	applicants should signify th	eir interest i	n writing, attac	h the following docu	uments and send to	the address below not	t later than NAR 17 275	2	·
1. A	pplication Letter;					5. Certified true co	ppy of Updated Service	e Record or Certificate of Employn	nent (if app	plicable);
		statement of Authenticity & V	eracity of D	ocuments Sub	mitted (a copy may	6. Certified true co	py of Certificates of Ti	rainings/Seminars Attended;		
		Services or CatSU Website						gibility/Rating/License ID;		
		a notarized Personal Data S		with recent ID	picture & Work			ating in the last two rating periods	if applicat	ole).
EVD	ariance Sheet (CS	Form No. 212, Rev. 2017) d	ownloadabl	e at www.csc.c	iov.ph:		atest Appointment (if a			
		Transcript of Records (High				and and the second s	ents relevant to the pos			
4. U	ermed true copy of	Hanschpt of Records (High		noma, Daccala		Tro. Other docume	into rolevant to the pu			

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#### MA. SIONNE MAY T. CRISPINO

Administrative Officer V, Human Resouce Management Services Catanduanes State University Virac, Catanduanes

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			Salary/				<b>Qualification Stand</b>	ards			
No.	Position Title	Plantilla Item No.	Job/Pay Grade	Monthly Salary	Education	Training	Experience	Eligibility	Others	Place of Assignment	
1	Laboratory Technician II	CATSCB-LABT2-43-2021	8	<b>₽</b> 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	
1. In 2. Fa 3. M	acilitate laboratory serv aintain cleanliness and ssist in maintaining l	nstruments, apparatus, laborato rices such as issuance of borro l workability of the Simulation F updated inventory of laborat ies that the immediate supervi	wer's slip an Room and A ory instrum	nd its retrieval udio Visual Roor ients, apparatu	n s, laboratory equipn		its maintenance				
Req Core 1. E: 2. D 3. S	S. Perform other related duties that the immediate supervisor may be assigned from time to time         S. Perform other related duties that the immediate supervisor may be assigned from time to time         Required Competencies:       Organizational:       4. Planning and delivering       Technical         Core:       1. Speaking effectively       5. Managing information       1. Laboratory instrumentation background         1. Exemplifying integrity       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       1. 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										
1. A 2. L be s 3. F	<ol> <li>Application Letter;</li> <li>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>Fully accomplished &amp; notarized Personal Data Sheet (PDS) with recent ID picture &amp; Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph;</li> <li>Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-</li> <li>Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-</li> <li>Certified true copy of Certificate of Eligibility/Rating/License ID;</li> <li>Certified true copy of Performance Rating in the last two rating periods (if applicable);</li> <li>Photocopy of Latest Appointment (if applicable);</li> <li>Other documents relevant to the position applied for.</li> </ol>										

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

## MA. SIONNE MAY T. CRISPINO

Administrative Officer V, Human Resouce Management Services Catanduaries State University Virac, Catanduaries

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# NOTICE OF VACANT POSITION/S as of \_\_\_\_\_

			Salary/	Manthh			<b>Qualification Standa</b>	ards		Disco of Assignment
No.	Position Title	Plantilla Item No.	Job/Pay Grade	Monthly Salary	Education	Training	Experience	Eligibility	Others	Place of Assignment
1	Laboratory	CATSCB-LABT2-46-2021	8	₱18,998.00	Two (2) years	Four (4) hours	One (1) year relevant experience	Laboratory Technician (CSC MC 10, s. 2013 – Cat. II)		College of Engineering
	Technician II				studies in college	relevant training	relevant experience			
Pret	ered Qualififcations									
lak	Decembricant	tudies in Engineering								
JOD	Description:	ry, instruments, stock room	and its mair	ntenance, ensu	re orderliness, clear	nliness of laboratory	and stockroom			
1. II 2 A	esist in the conduct	of laboratory experiments								
3 1	laintain stockroom i	nventory records and report	s							
Δ C	Conduct minor repair	rs and troubleshooting of ele	ectronic inst	ruments and la	boratory equipment					
5 N	Anitor instruments	and equipment preventive n	naintenance	9						
6 F	Perform other function	ons/duties that may be assig	ned from tir	ne to time						
	quired Competenci						P	Technical		
Co		н т	Organizat			4. Planning and d		1. Laboratory instrumentation ba	ckaround	
	Exemplifying integrit	y		ng effectively		5. Managing inform		2. Laboratory supplies managem	nent stora	ne and disposal
2. [	Delivering service ex	kcellence	2. Writing	effectively		6. Collaboration a	nd networking	2. Laboratory supplies managem		
3. 5	Solving problems an	d making decisions			olying innovations					
Inte	erested and qualified	d applicants should signify th	neir interest	in writing, attac	ch the following docu	iments and send to	the address below not	later than		
	Application Lottor:							Record or Certificate of Employn	nent (if app	licable);
1.	Application Letter;	Statement of Authenticity &	Veracity of [	Documents Sul	omitted (a copy may			ainings/Seminars Attended;		
2.		Services or CatSU Websit	e).			17. Certilled tide ci		gibility/Rating/License ID;		
be		& notarized Personal Data S	Sheet (PDS)	with recent ID	picture & Work	8. Certified true c	opy of Performance Ra	ting in the last two rating periods	(if applicab	le);
3.	Fully accomplished	Form No. 212, Rev. 2017)	downloadat	le at www.csc.	gov.ph;	9. Photocopy of L	atest Appointment (if a	pplicable);		
EX	penence Sheet (CS	of Transcript of Records (Hig	h School Di	inioma Baccal	aureate. Post-	10. Other docume	ents relevant to the pos	sition applied for.		
4.	Certified true copy of	Transcript of Records (Hig		pionia, Dabbai						
QI	MA SIONNE MA	ficer V, Human Resouce Ma ite University			eir application to:	applicants will applicant on ti status, disabi characteristic	receive consideration the account of person lity, religion, ehtnic	versity is an Equal Opportunity on for employment and does n's age, sex, sexual orientatio ity, political affiliation, disab Physically-challenged applicar	not unlav n and ge ility statu	vfully discriminate nder identity, civil ıs or any other

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as of

No Position Title Plantilla Item No. Job/Pay Annu Etheritication Standards Eligibility Other										nu stanianment	
No.	Position Title	Plantilla Item No.	Job/Pay Grade	Salary	Education	Training	Experience	Eligibility	Others	Place of Assignment	
1	Laboratory	CATSCB-LABT2-44-2021	8		Two (2) years	Four (4) hours	One (1) year	Laboratory Technician (CSC MC 10, s. 2013 – Cat. II)		College of Arts and Sciences	
	Technician II				studies in college	relevant training	relevant experience	(CSC WC 10, 3.2013 - Cat. II)			
Job	Description:				and show	siegle during laborat	on classes/experimen	its			
1. A	ssist/facilitate labora	tory services such as issua	nce and pre	paration of app isposal of labor	ratory wastes and chem	storage and protoco	l in handling of labora	tory chemicals and apparatus			
2 1	Assistracilitate laboratory operations and hygiene duties such as disposal of laboratory wastes, safe storage and protocol in handling of laboratory chemicals and apparatus Maintain cleanliness and workability of laboratory materials and equipment										
3. IV	Assist in maintaining updated inventory of laboratory supplies/materials/chemicals equipment and order/procure stocks for laboratory use										
5. P	Perform other related duties as required by the immediate supervisor										
	uired Competencie					4. Planning and de	livering	Technical			
Cor			Organizati	g effectively		5. Managing inform		1. Laboratory instrumentation ba	ckground		
	xemplifying integrity elivering service exe		2. Writing	• •		6. Collaboration an		2. Laboratory supplies managem	ent, stora	ge and disposal	
	olving problems and				lying innovations				•		
	ind and avalities	applicants should signify the	air interest i	writing attact	n the following docu	ments and send to t	he address below not	later than NA2 11 cm	-	·	
Inte	rested and quaimed	applicants should signify the		T Writing, actual			of Lindolod Convine	Beaard of Cartificate of Employm	nent (if and	alicable).	
1. A	pplication Letter;						py of Updated Service	Record or Certificate of Employn	ient (ii apț		
2. L	etter of Intent and Si	atement of Authenticity & V	eracity of D	ocuments Subi	mitted (a copy may	6. Certified true co	py of Certificates of Th	ainings/Seminars Attended; jibility/Rating/License ID;			
be s	ecured at the HRM	Services or CatSU Website	);		interes 8 Mode			ting in the last two rating periods (	if applicab	le):	
3. F	ully accomplished &	notarized Personal Data Sh	neet (PDS)	with recent ID p			itest Appointment (if a				
Exp	erience Sheet (CS F	orm No. 212, Rev. 2017) do	ownloadable	a www.csc.g	uraate Post-		nts relevant to the pos				
4. C	ertified true copy of	Transcript of Records (High	School Dip	ioma, Baccala	uleale, Fusi-	To. Other document	no relevant to allo poo	and applied to the			

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as of

			Salary/	Monthly			<b>Qualification Stands</b>	ards		
No.	Position Title	Plantilla Item No.	Job/Pay Grade	Salary	Education	Training	Experience	Eligibility	Others	Place of Assignmen
1	Laboratory	CATSCB-LABT2-45-2021	8	₱18,998.00	Two (2) years	Four (4) hours	One (1) year	Laboratory Technician		College of Business
·	Technician II				studies in college	relevant training	relevant experience	(CSC MC 10, s. 2013 – Cat. II)		and Accountancy
Job	Description:				*	•				
I. C	heck and monitor all c	computer units and other equipr	ment in the la	boratory rooms						
2. P	erform preventive mai	intenance of computer units an	d other equip	ment						8
3. A	ssist faculty during lat	boratory exercises and troubles	connections	in all laborato						
4. P	erform structured c	abling and monitor network			y rooms					
3. N	Maintain cleanliness	and orderliness in all labora d duties that may be assigned	ad by the im	mediate super	visor from time to tin	ne				
Cor	quired Competenci	165.	Organizat	onal:		4. Planning and de	elivering	Technical		
	e. Exemplifying integrity	N.		ng effectively		5. Managing inform	nation	1. Laboratory instrumentation ba		
	Delivering service ex			effectively		6. Collaboration an	nd networking	2. Laboratory supplies managem	ent, storag	ge and disposal
		d making decisions	3. Champ	ioning and app	lying innovations	2				
		d applicants should signify th	air intorast	n writing attac	h the following docu	ments and send to	the address below not	later than		
Inte	erested and qualified	applicants should signify u	lell interest	n winnig, attac	and following dood					
1 /	Application Letter;					5. Certified true co	py of Updated Service	Record or Certificate of Employm	nent (if app	blicable);
1. 7	attes of latest and S	Statement of Authenticity & \	/eracity of D	ocuments Sub	mitted (a copy may	6. Certified true co	py of Certificates of Tr	ainings/Seminars Attended;		
2. L		Services or CatSU Website	e).			7. Certified true co	py of Certificate of Elig	jibility/Rating/License ID;		
De		a Services of CatSO Websit	C), Shaat (DDS)	with recent ID	nicture & Work			ting in the last two rating periods (	if applicab	le);
3. F	-ully accomplished a	& notarized Personal Data S		o at MANAN CSC (	piolare a more		atest Appointment (if a	-		
Exp	perience Sheet (CS	Form No. 212, Rev. 2017) o	Jownioadab		gov.ph, purcete Dest		ints relevant to the pos			
4. (	Certified true copy o	f Transcript of Records (Hig	n School Di	pioma, Baccala	uleale, rusi-	The Other dooding				
			مر الم	when any sing the	oir application to:		a duran a Otata Uni		Employo	r and all qualified
QU	IALIFIED APPLICA	NTS are advised to hand in	or send thro	ugn couner in		The Cata	nduanes State Univ	ersity is an Equal Opportunity	Enploye	fallu ali qualificu
						applicants will	receive consideration	on for employment and does	not uniav	wuny uscriminate
	MA CIONNE MAY					annlicant on th	a account of nerso	n's and say sevual orientatio	n and de	nder identity. Civil

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

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applicant on the account of person's age, sex, sexual orientation and gender identity, civil status, disability, religion, ehtnicity, political affiliation, disability status or any other characteristic protected by law. Physically-challenged applicants may contact the HRM Services for assistance at +639290041494.



No.	Position Title	Plantilla Item No.	Job/Pay Grade	Salary	Education	Training	Experience	Eligibility	Others	Place of Assignment		
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		
Job	Description:	udies in Agriculture or allied										
2. O 3. A 4. P 5. S	perate soil sampling en ssist faculty and stude erform necessary main ubmit from time to time ocument and explain a	quipment (soil auger etc.) and nts in the conduct of soil labora itenance requirements for basi list of soil laboratory equipme ill findings and note any issues tties as may be required by the	atory testing c soil sampli nt and suppl of concerns	ng equipment ies for possible pertaining to so	purchase/acquisition il testing and analysis							
Rec Cor 1. E 2. D	uired Competencie	es:	Organizat 1. Speakin 2. Writing	ional: ng effectively effectively	lying innovations	<ol> <li>Planning and de</li> <li>Managing inform</li> <li>Collaboration and</li> </ol>	nation	Technical 1. Laboratory instrumentation ba 2. Laboratory supplies managem	nent, stora	(soil testing & analysis) ge and disposal		
Inte	rested and qualified	applicants should signify th				iments and send to	the address below not	t later than				
2. L be s 3. F	secured at the HRM ully accomplished & prince Sheet (CS F	tatement of Authenticity & V Services or CatSU Website notarized Personal Data S Form No. 212, Rev. 2017) d Transcript of Records (High	e); heet (PDS) ownloadab	with recent ID le at www.csc.g	picture & Work gov.ph;	<ol> <li>6. Certified true co</li> <li>7. Certified true co</li> <li>8. Certified true co</li> <li>9. Photocopy of Li</li> </ol>	ppy of Certificates of Ti ppy of Certificate of Elig					

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No Position Title Plantilla Item No. Job/Pay One The State S											
No.	Position Title	Plantilla Item No.	Job/Pay Grade	Salary	Education	Training	Experience	Eligibility	Others	Place of Assignment	
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	
1. C 2. A	vehicular accide ssist in the maint to ensure service	nt: record and submit trip fo	orms vehicles; m es	aintain vehicle	cleanliness and good	running condition; a		gulations and report involvement in for repair/replacement of damaged			
Cor 1. E 2. D	xemplifying integ elivering service	rity	2. Writing	ng effectively effectively	lying innovations	<ol> <li>Planning and de</li> <li>Managing inform</li> <li>Collaboration ar</li> </ol>	nation	Technical 1. Driving skills 2. Vehicle maintenance and serv	icing		
		ied applicants should signif	y their intere	est in writing, at	ttach the following docu					·	
2. L be s 3. F Exp	ecured at the HI ully accomplishe erience Sheet (C	d Statement of Authenticity RM Services or CatSU Web d & notarized Personal Dat S Form No. 212, Rev. 201 of Transcript of Records (h	osite); a Sheet (PE 7) downloac	S) with recent lable at www.c	ID picture & Work sc.gov.ph;	<ol> <li>6. Certified true co</li> <li>7. Certified true co</li> <li>8. Certified true co</li> <li>9. Photocopy of La</li> </ol>	py of Certificates of Tr py of Certificate of Elig				

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### NOTICE OF VACANT POSITION/S as of \_\_\_\_\_\_

			Salary/	Monthly			<b>Qualification Standa</b>	rds		
No.	Position Title	Plantilla Item No.	Job/Pay Grade	Salary	Education	Training	Experience	Eligibility	Others	Place of Assignment
1	Administrative	CATSCB-ADA2-3-2021	2		Elementary School	None required	None required	None required (MC 11, s. 96 -		Executive Assistance
	Aide II				Graduate			Cat. III)		Services
Job	Description:									
1. T	ake charge of the	e recording, routing and rele	easing of inc	oming and out	going communications	and other reports to	o the Office concerned			
		ommunications, office instru			ar, evaluation forms et	<b>C</b> .				
		office forms, control office	supplies and	materials						
4. P	erform clerical a	nd messengerial tasks			•					
		es that may be assigned by	the immedi	ate supervisor	from time to time					
	uired Compete	ncies:	Omericati	anal:		4. Planning and de	livering	Technical		
Cor			Organizati			5. Managing inform		1. Records management		
	cemplifying integ			g effectively		6. Collaboration an		2. Computer skills		
	elivering service		2. Writing	· · · · · · · · · · · · · · · · · · ·	wing innovations	0. Collaboration al	id Hetworking			
		and making decisions			lying innovations			Man 1. 200		
Inte	ested and qualif	ied applicants should signif	y their intere	st in writing, at	tach the following docu			later than		
1 A	pplication Letter;							Record or Certificate of Employme	nt (if appli	cable);
21	etter of Intent an	Statement of Authenticity	& Veracity o	f Documents S	Submitted (a copy may	6. Certified true co	py of Certificates of Tra	ainings/Seminars Attended;		
bo s	ecured at the HF	RM Services or CatSU Web	site):			7. Certified true co	py of Certificate of Elig	ibility/Rating/License ID;		
2 5	ully accomplishe	d & notarized Personal Dat	a Sheet (PD	S) with recent	ID picture & Work	8. Certified true co	py of Performance Rai	ting in the last two rating periods (if	applicable	);
J. F	any accomplishe	S Form No. 212, Rev. 201	7) download	able at www.cs	sc.gov.ph;	9. Photocopy of La	itest Appointment (if a	oplicable);		
Exp	enerice Sheet (C	of Transcript of Records (H	Jich School	Dioloma Bacc	alaureate Post-	10. Other docume	nts relevant to the pos	tion applied for.		
4. C	erunea true copy	or transcript of Records (r	ign School	Dipionia, Dace						

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	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary							
No.					Education	Training	Experience	Eligibility	Others	Place of Assignment	
	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 messengenal tasks											
5. Perform other duties that may be assigned by the immediate supervisor from time to time											
Required Competencies:											
Core						4. Planning and de		Technical			
	emplifying integrity 1. Speaking effectively				5. Managing information1. Records management6. Collaboration and networking2. Computer skills						
	elivering service excellence 2. Writing effectively				6. Collaboration ar						
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. A	1. Application Letter, 5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable);									cable);	
2.L	2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may 6. Certified true copy of Certificates of Trainings/Seminars Attended;										
be secured at the HRM Services or CatSU Website); 7. Certified true copy of Certification of the true copy o											
						8. Certified true copy of Performance Rating in the last two rating periods (if applicable);					
Exp	erience Sheet (C	S Form No 212 Rev 201	7) download	able at www.c	sc.gov.ph;	9. Photocopy of Latest Appointment (if applicable);					
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-						10. Other documents relevant to the position applied for.					
-4. C											

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Virac, Catanduanes

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No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary							
					Education	Training	Experience	Eligibility	Others	Place of Assignment	
1	Administrative Aide I	CATSCB-ADA1-5-2021	1	<b>₽</b> 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:		4					1			
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:											
Cor			Organizati			<ol><li>Planning and de</li></ol>	elivering	Technical			
	emplifying integrity 1. Speaking effectively				5. Managing information 1. Records management 6. Collaboration and networking 2. Computer skills						
	elivering service excellence 2. Writing effectively				6. Collaboration ar						
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											
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2. Letter of Intent and Statement of Authenticity & Veracity of Documents Submitted (a copy may 6. Certified true copy of Certificates of Trainings/Seminars Attended;											
be secured at the HRM Services or CatSU Website); 7. Certified true copy of Certificate of Eligibility/Rating/License ID;											
3. F	8. Fully accomplished & notarized Personal Data Sheet (PDS) with recent ID picture & Work 8. Certified true copy of Performance Rating in the last two rating periods (if applicable);								e);		
Exc	Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at www.csc.gov.ph; 9. Photocopy of Latest Appointment (if applicable);									<u>.</u>	
	4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post-										

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## NOTICE OF VACANT POSITION/S as of \_\_\_\_\_\_

	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary								
No.					Education	Training	Experience	Eligibility	Others	Place of Assignment		
1 Č	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:												
1. Maintain cleanliness and orderliness of the offices, classrooms, toilets and other areas of the building and surroundings including lawns, hedges, canals and gutters												
2. 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											
3. Perform basic repair works; notify supervisor on deficiencies or needs for repair etc.												
4. Perform other related functions/duties as may be assigned by the immediate supervisor from time to time												
Required Competencies: 4. Planning and delivering Technical												
Core	xemplifying integrity     1. Speaking effectively       elivering service excellence     2. Writing effectively				5. Managing inform	-	1. Extensive knowledge of cleaning and landscaping					
					6. Collaboration an		2. Manual dexterity					
					lving innovations	- 10 - 1		3. Housekeeping and disposal				
3. Solving problems and making decisions 5. 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 1	5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable);									cable);		
1. 4	the of latest on	d Statement of Authenticity	& Veracity o	f Documents S	Submitted (a copy may	6. Certified true cor	by of Certificates of Train	nings/Seminars Attended;				
<ol> <li>Application Letter,</li> <li>Application Letter,</li> <li>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>Certified true copy of Certificates of Eligibility/Rating/License ID;</li> <li>Certified true copy of Certificates of Eligibility/Rating/License ID;</li> </ol>												
bes									);			
3. F	<ol> <li>Fully accomplished &amp; notarized Personal Data Sheet (PDS) with recent ID picture &amp; Work</li> <li>Fully accomplished &amp; notarized Personal Data Sheet (PDS) with recent ID picture &amp; Work</li> <li>Certified true copy of Performance Rating in the last two rating periods (if applicable);</li> <li>Photocopy of Latest Appointment (if applicable);</li> </ol>											
Exp							10. Other documents relevant to the position applied for.					
4. C	4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate, Post- 10. Other documents relevant to the position applied for.											

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