



**NOTICE OF VACANT POSITION/S**  
 as of June 30, 2021

No.	Position Title	Plantilla Item No.	Salary/Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Administrative Aide III (Clerk I)	CATSCB-ADA3-28-2004	03	13,572.00	Completion of two (2) years studies in College	None required	None required	C.S. Sub-Professional/1st Level Eligibility	College of Information and Communications Technology

**Preferred Qualification:**

None

**Job Description:**

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| 1. Type/print communications, prepares routine memoranda, endorsements and other correspondence of the college.<br>2. Prepare and type/print class programs, individual teaching loads, permit to teach, summary of teaching loads.<br>3. Assist in the prartion of yearly budget proposal, annual accomplishment report and the reports of the college. | 4. Prepare and reproduce forms needed by the college.<br>5. Prepare general payroll for honoraria, proportional long vacation for the faculty members of the college.<br>6. Record and comply office communications and documents related work that the immediate supervisor may delegate from time to time. |
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**Required Competencies:**

**Core Competencies**

- Exemplifying integrity
- Delivering service excellence
- Solving problems and making decisions

- Writing effectively
- Championing and applying innovations
- Planning and delivering
- Managing information

**Organizational Competencies**

- Speaking effectively

**Technical Competencies**

- Proficient in using word processing and spreadsheet programs

No.	Position Title	Plantilla Item No.	Salary/Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Administrative Assistant IV (Audio-Visual Aids Technicain II)	CATSCB-ADAS4-2-2004	10	21,205.00	High School Graduate or completion of relevant vocational/trade course	Eight (8) hours of relevant training	Two (2) years of relevant experience	Equipment Technician (MC No. 11, s. 96 - Cat. II)	Library Services

**Preferred Qualification:**

None



<b>Job Description:</b>	
<ol style="list-style-type: none"> <li>1. Install and set-up audiovisual equipment using digital and analog media</li> <li>2. Operate and troubleshoot sound and video equipment</li> <li>3. Provide technical assistance during in-service trainings of faculty members/personnel using latest digital media platforms</li> </ol>	<ol style="list-style-type: none"> <li>4. Perform electronic repair and maintenance of audiovisual equipment and facilities</li> <li>5. Assist in mechanical phases of library services</li> <li>6. Perform other related duties that may be assigned related to the position</li> </ol>
<b>Required Competencies:</b>	
<p><b>Core Competencies</b></p> <ul style="list-style-type: none"> <li>• Exemplifying integrity</li> <li>• Delivering service excellence</li> <li>• Solving problems and making decisions</li> </ul> <p><b>Organizational Competencies</b></p> <ul style="list-style-type: none"> <li>• Speaking effectively</li> <li>• Writing effectively</li> <li>• Championing and applying innovations</li> <li>• Planning and delivering</li> <li>• Managing information</li> </ul>	<ul style="list-style-type: none"> <li>• Collaboration and networking</li> </ul> <p><b>Technical Competencies</b></p> <ul style="list-style-type: none"> <li>• Perform electronic repair, installation and maintenance</li> <li>• Set up audio/video equipment and facilities using analog and digital media</li> <li>• Conduct quality control analysis of online/live events and multimedia facilities</li> <li>• Edit, record and mix audio video activities of the University</li> <li>• Can handle latest digital multimedia platforms</li> <li>• Troubleshoot equipment issues</li> </ul>

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than **July 10, 2021**.

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

  
**MA. SIONNE MAY T. CRISPINO**  
 Administrative Officer V, Human Resource Management Services  
 Catanduanes State University  
 Virac, Catanduanes  
[csu\\_hrmservices@yahoo.com](mailto:csu_hrmservices@yahoo.com)

**APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.  
 LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.  
 FOR ONLINE APPLICATIONS, DOCUMENTS SHALL BE READABLE IN PDF FORMAT ONLY.**

*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 +639486275277.*