

Republic of the Philippines
CATANDUANES STATE UNIVERSITY
Request for Publication of Vacant Positions

RECEIVED
OFFICE OF THE DIRECTOR
HUMAN RESOURCE MANAGEMENT
JAN 11 2022

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the CATANDUANES STATE UNIVERSITY in the CSC website:

ENIDA B. ABORDO
Director II

MA. SIONNE MAY T. CRISPINO
Administrative Officer V, HRM Services

Date: January 5, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer V	CATSCB-ADOF5-2-2004	18	43,681.00	Bachelor's Degree relevant to the job	Eight (8) hours relevant trainig	Two (2) years relevant experience	Career Service Professional/2nd Level Eligibility	N/A	Supply Services

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **January 20, 2022**.

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 Personal Data Sheet (PDS) with recent passport-sized picture & Work Experience Sheet (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
4. Certified true copy of Transcript of Records (Baccalaureate and Post-graduate studies);
5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable);
6. Certified true copy of Certificate of Trainings/Seminars Attended;
7. Certified true copy of certificate of eligibility/rating/license;
8. Certified true copy of Performance rating in the last two rating periods (if applicable);
9. Photocopy of Latest Appointment (if applicable); and
10. Other documents relevant to the position applied for.

QUALIFIED APPLICANTS are advised to hand in their application to:

MA. SIONNE MAY T. CRISPINO

Administrative Officer V

Human Resource Management Services

Catanduanes State University

Virac, Catanduanes

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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.