



Republic of the Philippines
CATANDUANES STATE UNIVERSITY
 Virac, Catanduanes

e-mail: csu.012@catanduanesstateu.edu.ph
 website: www.catanduanesstateu.edu.ph : Globe (0917) 461 6325, TrT (0948) 906 5322



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Tanggapan ng Pangulo
 Office of the President

January 19, 2022

ADMINISTRATIVE BULLETIN
 No. 007, s. 2022

SUBJECT: ANNOUNCEMENT OF VACANT POSITION/S

TO: All Vice-Presidents
 All Assistant Vice-Presidents
 OIC, Panganiban Campus
 All Deans/Directors
 Principal/Officers of Student Support Services
 Chiefs of Offices
 This University

RECEIVED
 26 JAN 2022
 11:47 am [Signature] PPMCS

Enclosed is a Notice of Vacant Position in this University as of January 18, 2022, for the following positions:

1. One (1) Security Officer I, SG-11
 Item No.: CATSCB-SECO1-1-2006
 Security Services

Qualification Standards

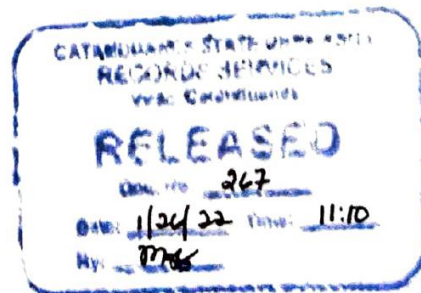
Education	:	Bachelor's degree relevant to the job
Experience	:	None required
Training	:	None required
Eligibility	:	C.S. Professional/2 nd Level Eligibility
Others	:	Preferably with valid Professional Driver's License

Application letter should be filed with the Human Resource Management Services CatSU Main Campus or to Ms. Zelda F. Reyes, Administrative Officer IV Panganiban Campus, on or before February 2, 2022, together with the Letter of Intent and Statement of Authenticity and Veracity (to be secured from the HRM Services CatSU Main Campus/Panganiban Campus or CatSU Website), duly accomplished, notarized Personal Data Sheet with recent passport-sized picture (CS Form 212, Revised 2017), and other required documents for evaluation.

Be guided accordingly.

PATRICK ALAIN T. AZANZA, Ph.D.
 SUC President III

Incl.: As stated.



Electronic copy to be submitted to the BSE-FO must be in MS Excel format

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

RECEIVED
DOC. NO:
DATE: JAN 18 2022
152
ENR/HR/AROROC

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 for II

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

Date: January 18, 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	Security Officer I	CATSCB-SECO1-1-2006	11	23,877.00	Bachelor's degree relevant to the job	None required	None required	C.S. Professional/ 2nd Level Eligibility	N/A	Security Services

Preferred Qualifications: With valid Professional Driver's License

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 **February 2, 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.

APPLICANTS are advised to hand in their application to:

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.