



NOTICE OF VACANT POSITION/S
 as of April 26, 2021

No.	Position Title	Plantilla Item No.	Salary/Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Administrative Assistant II (Budgeting Assistant)	CATSCB-ADAS2-13-2004	08	18,251.00	Completion of two (2) years studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	C.S. Sub-Professional/1st Level Eligibility	Budget Services

Preferred Qualification:

Preferably graduate of Business related courses; one (1) year budgeting experience

Job Description:

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| <ol style="list-style-type: none"> 1. Takes responsibility of maintenance of registries of allotments, obligations incurred and disbursements and prepares periodic financial status of funds; 2. Assists in the preparation and collation of Agency's budget proposal and Program of Receipts and Expenditures; 3. Assists in the preparation of budget execution documents and financial accountability reports; | <ol style="list-style-type: none"> 4. Keeps an official record on various budget documents requiring certification of funds availability and commitments thereof; 5. Perform such other duties as may be assigned by the immediate supervisor. |
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Required Competencies:

Core Competencies

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

Organizational Competencies

- Speaking effectively
- Writing effectively
- Championing and applying innovations

- Planning and delivering
- Managing information

Technical Competencies

- Excellent attention in detail and accuracy
- Excellent in analytical and computational abilities
- Proficient in data analysis and statistical forecasting
- Proficient in using word processing and spreadsheet programs
- Familiarity in basic accounting procedures

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than **May 6, 2021**.

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| <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. |
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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

**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.