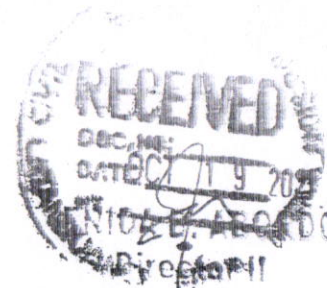


Republic of the Philippines
CATANDUANES STATE UNIVERSITY
Request for Publication of Vacant Positions



Electronic copy to be submitted to the CSC PO must be in MS Excel format

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:

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

Date: OCT 19 2021

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	Chief Administrative Officer	CATSCB-CADOF-1-2017	24	86,742.00	Master's degree	Forty (40) hours of training in management and supervision	Four (4) years in position/s involving management and supervision	C.S. Professional/ 2nd Level Eligibility	N/A	Finance Services
2	Administrative Assistant VI (Computer Operator III) [2 Items]	CATSCB-ADAS6-10-2017 CATSCB-ADAS6-11-2017	12	26,052.00	Completion of two (2) years studies in College or High School Graduate with relevant vocational/trade course	Eight (8) hours of relevant training	Two (2) years of relevant experience	C.S. Sub-Professional/1st Level Eligibility/(MC 11, s.96-Cat. III)		Planning, Development and Information Systems Services
3	College Librarian I	CATSCB-CL1-1-2003	13	28,276.00	Bachelor's Degree in Library Science or Information Science or Bachelor of Science in Education/Arts Major in Library Science	None required	None required	RA 1080 (Librarian)	N/A	Panganiban Campus

4	Guidance Counselor I	CATSCB-GUIDC1-32-2017	11	23,877.00	Master's degree in Guidance and Counseling	None required	None required	R.A. 1080 (Guidance Counselor)	N/A	College of Education Proper
5	Administrative Assistant II (Clerk IV)	CATSCB-ADAS2-10-2004	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	N/A	Admission and Registration Services
6	Draftsman I	CATSCB-DFM1-1-2007	06	16,200.00	Completion of two (2) years studies in College or High School Graduate with relevant vocational/trade course	None required	None required	C.S. Sub-Professional/1st Level Eligibility/ Draftsman or Illustrator (MC 11, s.96-Cat.1)	N/A	Planning, Development and Information Systems Services
7	Administrative Aide III (Utility Worker II)	CATSCB-ADA3-22-2004	03	13,572.00	Must be able to read and write	None required	None required	None required (MC No. 11, s. 96 - Cat. III)	N/A	College of Health Sciences
8	Farm Worker I	CATSCB-FAWK1-1-1998	02	12,790.00	Elementary School Graduate	None required	None required	None required (MC No. 11, s. 96 - Cat. III)		College of Agriculture and Fisheries

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

NOV 03 2021

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.