

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



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 (vacant):

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

Date: January 3, 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	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
2	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
3	Administrative Assistant II	CATSCB-ADAS2-1-2004	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	Supply Services
4	Laboratory Technician II	CATSCB-LABT2-1-1998	08	18,251.00	Completion of two (2) years studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	Laboratory Technician (CSC MC 10, s. 2013-Cat. II)	N/A	College of Arts and Sciences

5	Administrative Aide VI	CATSCB-ADA6-15-2004	06	16,100.00	High School Graduate or Completion of relevant vocational/trade course	Four (4) hours of relevant training	One (1) year of relevant experience	Audio-Visual Equipment Operator/Technician (CSC MC 10, s. 2013-Cat.II)	N/A	Library Services
6	Administrative Aide III	CATSCB-ADA3-13-2004	03	13,572.00	Completion of two (2) years studies in College	None required	None required	C.S. Sub-Professional/1st Level Eligibility	N/A	Admission and Registration Services
7	Administrative Aide I	CATSCB-ADA1-6-2012	01	12,034.00	Must be able to read and write	None required	None required	None required (CSC MC 10, s. 2013-Cat III)	N/A	Panganiban Campus

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 18, 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](http://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

*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.*

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**