



**NOTICE OF VACANT POSITION/S**

as of OCT 21 2021

No.	Position Title	Plantilla Item No.	Salary/Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Specialization	
1	Instructor I	CATSCB-INST1-21-2012	12	₱26,052.00	Relevant Master's degree	None required	None required	RA 1080 (for courses requiring BAR or Board Eligibility)	Architecture	College of Industrial Technology
2	Instructor I	CATSCB-INST1-14-1998	12	₱26,052.00	Relevant Master's degree	None required	None required	RA 1080 (for courses requiring BAR or Board Eligibility)	Automotive	College of Industrial Technology
3	Instructor I	CATSCB-INST1-13-2012	12	₱26,052.00	Relevant Master's degree	None required	None required	RA 1080 (for courses requiring BAR or Board Eligibility)	Information Systems	College of Information and Communication Technology
4	Instructor I	CATSCB-INST1-17-2016	12	₱26,052.00	Relevant Master's degree	None required	None required	RA 1080 (for courses requiring BAR or Board Eligibility)	Information Technology	College of Information and Communication Technology
5	Instructor I	CATSCB-INST1-17-2012	12	₱26,052.00	Relevant Master's degree	None required	None required	RA 1080 (for courses requiring BAR or Board Eligibility)	Economics	College of Arts and Sciences
6	Instructor I	CATSCB-INST1-72-2012	12	₱26,052.00	Relevant Master's degree	None required	None required	RA 1080 (for courses requiring BAR or Board Eligibility)	Filipino	CatSU Panganiban Campus
7	Instructor I	CATSCB-INST1-9-2012	12	₱26,052.00	Relevant Master's degree	None required	None required	RA 1080 (for courses requiring BAR or Board Eligibility)	Technical Vocational Teacher Education	CatSU Panganiban Campus
8	Instructor I	CATSCB-INST1-40-2012	12	₱26,052.00	Relevant Master's degree	None required	None required	RA 1080 (for courses requiring BAR or Board Eligibility)	Agriculture major in Animal Science	CatSU Panganiban Campus
9	Instructor II	CATSCB-INST2-41-2005	13	₱28,276.00	Relevant Master's degree	None required	None required	RA 1080 (for courses requiring BAR or Board Eligibility)	Agriculture	CatSU Panganiban Campus
10	Instructor II	CATSCB-INST2-3-2009	13	₱28,276.00	Relevant Master's degree	None required	None required	RA 1080 (for courses requiring BAR or Board Eligibility)	Elementary Education	CatSU Panganiban Campus

**Job Description:**

100% - Instruction

100%

Note: Without prejudice to being assigned to conduct Research and Extension Services/Activities

**Required Competencies:**

**Core Competencies:**

1. Professionalism
2. Delivering service excellence
3. Achievement orientation management
4. Interpersonal relationship management

**Functional Competencies:**


1. Effective teaching and classroom management
2. Innovative instructional materials development

3. Critical thinking and problem solving
4. Consultation and advising
5. Computer Savvy
6. Exemplifying proficiency in research
7. Publication writing
8. Knowledge in technology transfer management
9. Production and entrepreneurship management
10. Quality assurance management

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than **NOV 05 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 & notarized Personal Data Sheet (PDS) with recent ID picture & Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at [www.csc.gov.ph](http://www.csc.gov.ph);
4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate and Post-graduate studies);
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.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier 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.*

**APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.  
LATE SUBMISSION OF APPLICATION SHALL NOT BE ACCEPTED.**