



NOTICE OF VACANT POSITION/S
 as of June 30, 2021

| No. | Position Title | Plantilla Item No. | Salary/Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | Place of Assignment |
|-----|-----------------------------------|---------------------|--------------------------|-------------------|--|---------------|---------------|---|--|
| | | | | | Education | Training | Experience | Eligibility | |
| 1 | Administrative Aide III (Clerk I) | CATSCB-ADA3-28-2004 | 03 | 13,572.00 | Completion of two (2) years studies in College | None required | None required | C.S. Sub-Professional/1st Level Eligibility | College of Information and Communications Technology |

Preferred Qualification:

None

Job Description:

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|--|--|
| 1. Type/print communications, prepares routine memoranda, endorsements and other correspondence of the college. 2. Prepare and type/print class programs, individual teaching loads, permit to teach, summary of teaching loads. 3. Assist in the prartion of yearly budget proposal, annual accomplishment report and the reports of the college. | 4. Prepare and reproduce forms needed by the college. 5. Prepare general payroll for honoraria, proportional long vacation for the faculty members of the college. 6. Record and comply office communications and documents related work that the immediate supervisor may delegate from time to time. |
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Required Competencies:

Core Competencies

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

- Writing effectively
- Championing and applying innovations
- Planning and delivering
- Managing information

Organizational Competencies

- Speaking effectively

Technical Competencies

- Proficient in using word processing and spreadsheet programs

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| 1 | Administrative Assistant IV (Audio-Visual Aids Technicain II) | CATSCB-ADAS4-2-2004 | 10 | 21,205.00 | High School Graduate or completion of relevant vocational/trade course | Eight (8) hours of relevant training | Two (2) years of relevant experience | Equipment Technician (MC No. 11, s. 96 - Cat. II) | Library Services |

Preferred Qualification:

None