



**Tanggapan ng Pangulo**  
*Office of the President*

February 8, 2022

ADMINISTRATIVE BULLETIN  
No. 009, s. 2022

SUBJECT: ANNOUNCEMENT OF VACANT POSITION/S

- TO:
- All Vice-Presidents
  - All Assistant Vice-Presidents
  - OIC, Panganiban Campus
  - FFU President
  - CASUNEA President
  - All Deans/Directors
  - Principal/Officers of Student Support Services
  - Chiefs of Offices
  - This University



Enclosed is a Notice of Vacant Position/s in this University as of February 4, 2022, for the following position:

1. Two (2) Assistant Professor II, SG-16  
Item No.: CATSCB-AP2-7-2019  
CATSCB-AP2-13-2019  
CatSU Main and Panganiban Campus

Qualification Standards

- Education : Relevant Master's Degree
- Experience : One (1) year relevant experience
- Training : Four (4) hours relevant training
- Eligibility : RA 1080 (for courses requiring BAR or Board Eligibility)
- Others : Must have earned the needed number of points for the Common Criteria for Evaluation (CCE) and Qualitative Contribution Evaluation as mandated by the National Budget Circular (NBC 461) and must have earned a Performance Rating of at least Very Satisfactory in the last two (2) rating periods prior to the date of application

2. One (1) Assistant Professor I, SG-15  
Item No.: CATSCB-AP1-31-2005  
CatSU Main and Panganiban Campus

Qualification Standards

- Education : Relevant Master's Degree
- Experience : One (1) year relevant experience
- Training : Four (4) hours relevant training
- Eligibility : RA 1080 (for courses requiring BAR or Board Eligibility)
- Others : Must have earned the needed number of points for the Common Criteria for Evaluation (CCE) and Qualitative Contribution Evaluation as mandated by the National Budget Circular (NBC 461) and must have earned a Performance Rating of at least Very Satisfactory in the last two (2) rating periods prior to the date of application



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3. Nine (9) Instructor III, SG-14  
 Item No.: CATSCB-INST3-17-2019  
 CATSCB-INST3-11-2019  
 CATSCB-INST3-12-2019  
 CATSCB-INST3-19-2019  
 CATSCB-INST3-8-2019  
 CATSCB-INST3-20-2019  
 CATSCB-INST3-15-2019  
 CATSCB-INST3-18-2019  
 CATSCB-INST3-6-2019  
 CatSU Main and Panganiban Campus

Qualification Standards

- Education : Relevant Master's Degree  
 Experience : One (1) year relevant experience  
 Training : Four (4) hours relevant training  
 Eligibility : RA 1080 (for courses requiring BAR or Board Eligibility)  
 Others : Must have earned the needed number of points for the Common Criteria for Evaluation (CCE) and Qualitative Contribution Evaluation as mandated by the National Budget Circular (NBC 461) and must have earned a Performance Rating of at least Very Satisfactory in the last two (2) rating periods prior to the date of application

4. One (1) Instructor II, SG-13  
 Item No.: CATSCB-INST2-3-2009  
 Panganiban Campus

Qualification Standards

- Education : Master's Degree in Education major in Elementary Education. In the absence of a qualified applicant, a graduate of Bachelor of Elementary Education or allied/related field of study may be hired on temporary status.  
 Experience : None  
 Training : None  
 Eligibility : RA 1080 (for courses requiring BAR or Board Eligibility)  
 Others : Must have earned the needed number of points for the Common Criteria for Evaluation (CCE) and Qualitative Contribution Evaluation as mandated by the National Budget Circular (NBC 461) and must have earned a Performance Rating of at least Very Satisfactory in the last two (2) rating periods prior to the date of application

5. One (1) Instructor I, SG-12  
 Item No.: CATSCB-INST1-17-2012  
 Panganiban Campus

Qualification Standards

- Education : Master's Degree in Filipino. In the absence of a qualified applicant, a graduate of Bachelor of Secondary Education major in Filipino or allied/related field of study may be hired on temporary status.  
 Experience : None  
 Training : None  
 Eligibility : RA 1080 (for courses requiring BAR or Board Eligibility)  
 Others : Must have earned the needed number of points for the Common Criteria for Evaluation (CCE) and Qualitative



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Contribution Evaluation as mandated by the National Budget Circular (NBC 461) and must have earned a Performance Rating of at least Very Satisfactory in the last two (2) rating periods prior to the date of application, if applicable

- 6. One (1) Instructor I, SG-12  
 Item No.: CATSCB-INST1-72-2012  
 College of Arts and Sciences

Qualification Standards

- Education : Master's Degree in Economics. In the absence of a qualified applicant, a graduate of Bachelor of Arts/Science in Economics or allied/related field of study may be hired on temporary status.
- Experience : None
- Training : None
- Eligibility : RA 1080 (for courses requiring BAR or Board Eligibility)
- Others : Must have earned the needed number of points for the Common Criteria for Evaluation (CCE) and Qualitative Contribution Evaluation as mandated by the National Budget Circular (NBC 461) and must have earned a Performance Rating of at least Very Satisfactory in the last two (2) rating periods prior to the date of application, if applicable

Application letter should be filed with the Human Resource Management Services CatSU Main Campus or to Ms. Zelda F. Reyes, Administrative Officer IV Panganiban Campus, on or before February 14, 2022, together with the Letter of Intent and Statement of Authenticity and Veracity (to be secured from the HRM Services CatSU Main Campus/Panganiban Campus or CatSU Website), duly accomplished, notarized Personal Data Sheet with recent passport-sized picture (CS Form 212, Revised 2017), and other required documents for evaluation.

Be guided accordingly.

*Patrick Alain T. Azanza*  
 PATRICK ALAIN T. AZANZA, Ph.D., J.D.  
 SUC President III

Incl.: As stated.



**NOTICE OF VACANT POSITION/S**  
 as of FEB 04 2022

No.	Position Title	Plantilla Item No.	Salary/Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
1	Assistant Professor II	CATSCB-AP2-7-2019	16	₱38,150.00	Relevant Master's Degree	Four (4) hours relevant training	One (1) year relevant experience	RA 1080 for courses requiring BAR/Board Eligibility	<ul style="list-style-type: none"> <li>• Must have earned the needed number of points for the Common Criteria for Evaluation (CCE) and Qualitative Contribution Evaluation as mandated by the National Budget Circular (NBC 461)</li> <li>• Must have earned a Performance Rating of at least Very Satisfactory in the last two (2) ratings periods prior to the date of application</li> </ul>	CatSU Main and Panganiban Campus
2		CATSCB-AP2-13-2019								
3	Assistant Professor I	CATSCB-AP1-31-2005	15	₱35,097.00	Relevant Master's Degree	Four (4) hours relevant training	One (1) year relevant experience	RA 1080 for courses requiring BAR/Board Eligibility	<ul style="list-style-type: none"> <li>• Must have earned the needed number of points for the Common Criteria for Evaluation (CCE) and Qualitative Contribution Evaluation as mandated by the National Budget Circular (NBC 461)</li> <li>• Must have earned a Performance Rating of at least Very Satisfactory in the last two (2) ratings periods prior to the date of application</li> </ul>	CatSU Main and Panganiban Campus
4	Instructor III	CATSCB-INST3-17-2019	14	₱32,321.00	Relevant Master's Degree	Four (4) hours relevant training	One (1) year relevant experience	RA 1080 for courses requiring BAR/Board Eligibility	<ul style="list-style-type: none"> <li>• Must have earned the needed number of points for the Common Criteria for Evaluation (CCE) and Qualitative Contribution Evaluation as mandated by the National Budget Circular (NBC 461)</li> <li>• Must have earned a Performance Rating of at least Very Satisfactory in the last two (2) ratings periods prior to the date of application</li> </ul>	CatSU Main and Panganiban Campus
5		CATSCB-INST3-11-2019								
6		CATSCB-INST3-12-2019								
7		CATSCB-INST3-19-2019								
8		CATSCB-INST3-8-2019								
9		CATSCB-INST3-20-2019								
10		CATSCB-INST3-15-2019								
11		CATSCB-INST3-18-2019								
12	CATSCB-INST3-6-2019									



No.	Position Title	Plantilla Item No.	Salary/Job Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Others	
13	Instructor II	CATSCB-INST2-3-2009	13	₱29,798.00	Master's Degree in Education major in Elementary Education. In the absence of a qualified applicant, a graduate of Bachelor of Elementary Education or allied/related field of study may be hired on temporary status.	None Required	None Required	RA 1080 for courses requiring BAR/Board Eligibility	<ul style="list-style-type: none"> <li>Must have earned the needed number of points for the Common Criteria for Evaluation (CCE) and Qualitative Contribution Evaluation as mandated by the National Budget Circular (NBC 461)</li> <li>Must have earned a Performance Rating of at least Very Satisfactory in the last two (2) ratings periods prior to the date of application, if applicable.</li> </ul>	Panganiban Campus
14	Instructor I	CATSCB-INST1-17-2012	12	₱27,608.00	Master's Degree in Filipino. In the absence of a qualified applicant, a graduate of Bachelor of Secondary Education major in Filipino or allied/related field of study may be hired on temporary status.	None Required	None Required	RA 1080 for courses requiring BAR/Board Eligibility	<ul style="list-style-type: none"> <li>Must have earned the needed number of points for the Common Criteria for Evaluation (CCE) and Qualitative Contribution Evaluation as mandated by the National Budget Circular (NBC 461)</li> <li>Must have earned a Performance Rating of at least Very Satisfactory in the last two (2) ratings periods prior to the date of application, if applicable.</li> </ul>	Panganiban Campus
15	Instructor I	CATSCB-INST1-72-2012	12	₱27,608.00	Master's Degree in Economics. In the absence of a qualified applicant, a graduate of Bachelor of Arts/Science in Economics or allied/related field of study may be hired on temporary status.	None Required	None Required	RA 1080 for courses requiring BAR/Board Eligibility	<ul style="list-style-type: none"> <li>Must have earned the needed number of points for the Common Criteria for Evaluation (CCE) and Qualitative Contribution Evaluation as mandated by the National Budget Circular (NBC 461)</li> <li>Must have earned a Performance Rating of at least Very Satisfactory in the last two (2) ratings periods prior to the date of application, if applicable.</li> </ul>	College of Arts and Sciences

**Job Description:**

Assistant Professor I - II and  
100% Instruction;

Instructor I - III

but without prejudice to being assigned to conduct Research, Extension and Production Services/Activities



**Required Competencies:**

<p>Core:</p> <ol style="list-style-type: none"> <li>1. Exemplifying integrity</li> <li>2. Delivering service excellence</li> <li>3. Solving problems and making decisions</li> </ol>	<ol style="list-style-type: none"> <li>3. Championing and applying innovations</li> <li>4. Planning and delivering</li> <li>5. Managing information</li> <li>6. Collaboration and networking</li> </ol>	<ol style="list-style-type: none"> <li>3. Critical thinking and problem solving</li> <li>4. Consultation and advising</li> <li>5. Computer Savvy</li> <li>6. Exemplifying proficiency in research</li> <li>7. Publication writing</li> <li>8. Knowledge in technology transfer management</li> <li>9. Production and entrepreneurship management</li> <li>10. Quality assurance management</li> </ol>
<p>Organizational:</p> <ol style="list-style-type: none"> <li>1. Speaking effectively</li> <li>2. Writing effectively</li> </ol>	<p>Technical</p> <ol style="list-style-type: none"> <li>1. Effective teaching and classroom management</li> <li>2. Innovative instructional materials development</li> </ol>	

Interested and qualified applicants should signify their interest in writing, attach the following documents and send to the address below not later than FEB 14 2022.

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|--|---|
| <ol style="list-style-type: none"> <li>1. Application Letter;</li> <li>2. Letter of Intent and Statement of Authenticity &amp; Veracity of Documents Submitted (a copy may be secured at the HRM Services or CatSU Website);</li> <li>3. Fully accomplished &amp; notarized Personal Data Sheet (PDS) with recent ID picture &amp; Work Experience Sheet (CS Form No. 212, Rev. 2017) downloadable at <a href="http://www.csc.gov.ph">www.csc.gov.ph</a>;</li> <li>4. Certified true copy of Transcript of Records (High School Diploma, Baccalaureate and Post-graduate studies, if applicable);</li> </ol> | <ol style="list-style-type: none"> <li>5. Certified true copy of Updated Service Record or Certificate of Employment (if applicable);</li> <li>6. Certified true copy of Certificates of Trainings/Seminars Attended;</li> <li>7. Certified true copy of Certificate of Eligibility/Rating/License ID;</li> <li>8. Certified true copy of Performance Rating in the last two rating periods (if applicable);</li> <li>9. Photocopy of Latest Appointment (if applicable);</li> <li>10. Other documents relevant to the position applied for.</li> </ol> |
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**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

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

*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.*