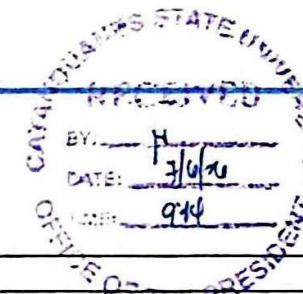




NOTICE OF VACANT POSITIONS
AS OF July 6, 2026



No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Competency/ Area of Specialization/ Residency Requirement (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility			
1.	ADMINISTRATIVE AIDE VI (CLERK III)	CATSCB-ADA6-21-2004	6	₱19,716.00	Completion of two (2) years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)	Four (4) hours relevant training	One (1) year relevant experience	CS Sub. Professional/ 1st Level Eligibility		College of Business and Accountancy (CBA)	

Job Description:

1. Perform administrative, clerical and messengerial tasks
2. File and maintain custody of college records, documents, communications, issuances
3. Assist the College Dean and faculty in the conduct of college activities
4. Perform other duties that may be assigned by the immediate supervisor from time to time.

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the SUC President III, **GEMMA G. ACEDO, PhD, DIT**. Applicants must attach the following documents to the application letter and send these to the address below not later than **July 16, 2026**.

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2026); digitally signed or electronically signed;
2. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);



3. Hard copy or electronic copy of proof of eligibility/rating/license; and
4. Hard or electronic copy of Transcript of Records.
5. Hard or electronic copy of Service Record/Certificate of Employment (if applicable);
6. Hard or electronic copy of Certificates of Participation to Relevant Trainings Attended (if applicable).

The Catanduanes State University encourages all interested applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation. The Catanduanes State University does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

QUALIFIED APPLICANTS are advised to hand in or send through courier or email single (1) PDF file only their application to:

MA. SIONNE MAY C. TUBATO, MAED

Administrative Officer V (HRMO III)
Human Resource Management Unit
2F, Administrative Main Building, Catanduanes State University
Virac, Catanduanes
Email Address: hrms@catsu.edu.ph

ENGR. JOHN REY P. TUMALA

Administrative Officer IV (HRMO II)
Human Resource Management Unit
1F, Administrative Building, Catanduanes State University - Panganiban
Panganiban, Catanduanes

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