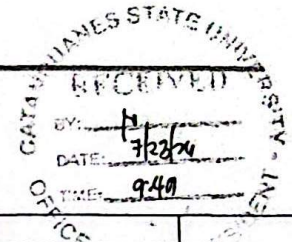




NOTICE OF VACANT POSITIONS
AS OF JULY 23, 2026



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 OFFICER I (SUPPLY OFFICER I)	CATSCB-ADOF1-2-2004	10	₱26,917.00	Bachelor's Degree relevant to the Job	None required	None required	C.S. Professional / 2 nd Level Eligibility		SUPPLY AND PROPERTY MANAGEMENT UNIT	

Job Description:

1. Perform phases of supply management functions such as issuance of Purchase Order to suppliers, acceptance of deliveries and issuance of supplies, materials and equipment to end users / accountable officers / employees
2. Determine actual needs of requisitioners and checks requisitions and number purchase requests based on existing stocks and needs and PPMP of each unit.
3. Check/conduct initial inspection of deliveries based on contracts/purchase orders or any appropriate document either locally procured or donated and stores them accordingly in coordination with the property inspection on deliveries.
4. Maintain stocks, conduct inventory, maintain accurate record of supplies and properties and prepare reports as to items issued every month, inventory reports, etc.
5. Issue items to end users using appropriate forms such as ICS, PAR, RIS, etc.
6. Assist in making pre-canvass of competitive prices of goods in open market.
7. Receive waste material items and unserviceable properties.
8. Signs/initials clearances and keep record of accountable employees and officials
9. Prepares notifications to the COA and Internal Audit Services in Deliveries
10. Assist in the preparation of all required reports for government compliance
11. Assist in picking-up of supplies from the procurement services
12. 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 **AUGUST 3, 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.