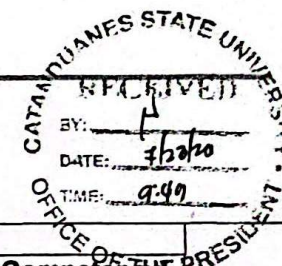




**NOTICE OF VACANT POSITIONS**  
**AS OF JULY 23, 2026**



| No. | Position Title<br>(Parenthetical<br>Title, if<br>applicable) | Plantilla Item No.   | Salary/<br>Job/Pay<br>Grade | Monthly<br>Salary | Qualification Standards                     |                                     |                                        |                                                                | Competency<br>Area of<br>Specialization/<br>Residency<br>Requirement<br>(if applicable) | Place of<br>Assignment   |
|-----|--------------------------------------------------------------|----------------------|-----------------------------|-------------------|---------------------------------------------|-------------------------------------|----------------------------------------|----------------------------------------------------------------|-----------------------------------------------------------------------------------------|--------------------------|
|     |                                                              |                      |                             |                   | Education                                   | Training                            | Experience                             | Eligibility                                                    |                                                                                         |                          |
| 1.  | ADMINISTRATIVE<br>OFFICER IV                                 | CATSCB-ADOF4-25-2023 | 15                          | ₱42,178.00        | Bachelor's<br>degree relevant<br>to the job | Four (4) hours<br>relevant training | One (1) year<br>relevant<br>experience | C.S.<br>Professional /<br>2 <sup>nd</sup> Level<br>Eligibility |                                                                                         | General<br>Services Unit |

*N.B.: preferably a graduate of Engineering Courses*

**Job Description:**

1. Assist in the implementation of programs, projects, and activities related to general services such as property, building, facility, equipment repairs and maintenance, grounds landscaping solid waste management, motor pool and vehicle maintenance, janitorial services.
2. Assist in the inspection and supervision of general services and construction projects undertaken by the Administration, repair of buildings, furniture and fixtures; conduct preventive maintenance; request supply and materials for repairs and maintenance of facilities, air conditioning units and other general services.
3. Assist in the review of requests made by the colleges and other units and coordinates potential issues or changes relative to repairs and other works.
4. Assist in coordinating with agencies contracted for general maintenance services; prepare periodic reports and conduct studies on the effectiveness of general services
5. Prepare inspection report, detailed plan and cost estimates and scope of works.
6. Perform other related functions as may be assigned.

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](mailto: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.**