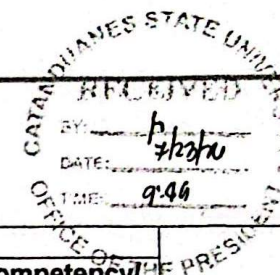




NOTICE OF VACANT POSITIONS
AS OF JULY 23, 2026



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.	PROJECT DEVELOPMENT OFFICER I	CATSCB-PDO1-6-2023	11	₱31,705.00	Bachelor's degree relevant to the job	None required	None required	C.S. Professional / 2 nd Level Eligibility		Project Management Unit

N.B.: Preferably a degree holder of Engineering, Architecture, Urban Planning or Development Studies

Job Description:

1. Assist in the conduct of review, evaluation, and monitoring of ongoing infrastructure projects and activities of the University
2. Assist in the establishment of strategies and/or solutions to improve the efficiency and effectiveness of the different projects by identifying bottlenecks in completing said activities and by developing plans to minimize or eliminate such bottlenecks
3. Assist in the preparation of various technical reports such as required by University officials and by other government agencies
4. Assist in the monitoring of progress, timetable, and milestone of different infrastructure projects
5. Document proceedings of meetings and other related activities
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

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.