



Tanggapan ng Pangulo
Office of the President

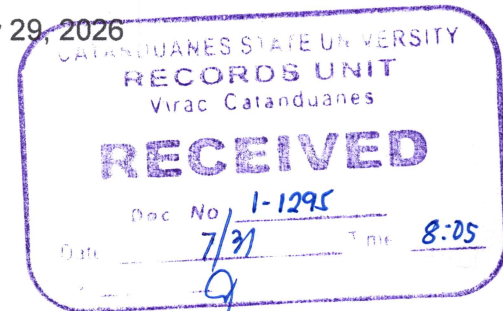
ADMINISTRATIVE BULLETIN

No. 005, s. 2026

SUBJECT: ANNOUNCEMENT OF VACANT POSITIONS

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

July 29, 2026



Enclosed is a Notice of Vacant Position/s in this University as of **July 30, 2026**. All interested applicants shall submit their application letters on or before **August 10, 2026** at the Human Resource Management Unit, CatSU Main Campus or Panganiban Campus together with supporting documents arranged according to the order in the list below:

1. Fully accomplished Application for Vacant Position Requirements Checklist (CatSU-F-HRMU-78).
2. Application Letter addressed to Dr. Gemma G. Acedo, SUC President III.
3. Fully accomplished, subscribed and sworn Personal Data Sheet (PDS) with recent passport-size or unfiltered digital picture (CS Form No. 212, Revised 2026); digitally signed or electronically signed.
4. Work Experience Sheet (Attachment to CS Form No. 212); digitally signed or electronically signed.
5. Hard copy or electronic copy of Performance Rating in the last rating period (if applicable).
6. Hard copy or electronic copy of proof of Eligibility/Rating/License.
7. Hard copy or electronic copy of Transcript of Records.
8. Hard copy or electronic copy of Service Record/Certificate of Employment (if applicable).
9. Hard copy or electronic copy of Certificates of Participation to Relevant Trainings Attended (if applicable).
10. Other documents as may be required by the HRMP SB/FMPSB.

Applicants applying for more than one position shall submit a separate set of applications for each position he/she is applying for.

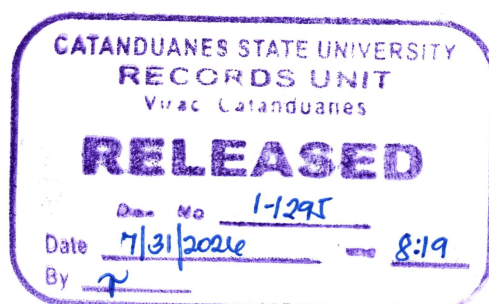
Applicants applying via email at hrms@catsu.edu.ph shall upload **SINGLE-FILE PDF only** and use the file name format: Last Name_First Name_Plantilla Position you are applying for.

Applications with an incomplete set of documents shall not be entertained. Late submission of application shall not be accepted.

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).

Be guided accordingly.

Incl.: As stated.



GEMMA G. ACEDO, PhD, DIT
SUC President III



NOTICE OF VACANT POSITIONS
AS OF JUL 30 2026

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency/ Area of Specialization/ Residency Requirement (if applicable)	
1.	GUIDANCE COUNSELOR I	CATSCB-GUIDC1-32-2017	11	₱31,705.00	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		Guidance Counseling and Testing Office

Job Description:

1. Provide individual and group counseling services to help clients resolve personal, social or academic problems and crisis intervention by handling urgent cases related to mental health crises, suicide prevention, or immediate emotional distress
2. Provide testing and student appraisal through systematic data collection to understand student needs and potential. This involves administration of psychological test, analysis of test results to provide feedback to students and faculty for better academic and personal placement, inventory and updating of student records.
3. Provide information and career guidance to aid students navigate university life and future professional paths
4. Provide consultation and referral through collaboration with other stakeholders to ensure student well-being, conduct of faculty and parent conferences regarding student's behavior or academic concern, referral service to psychologist or medical doctors when their needs exceed the office's scope.
5. Assist in conducting research and evaluation of guidance services to determine effectiveness, studies on student trends and other related topic to inform university policy
6. Perform administrative and other duties that may be assigned by immediate supervisor

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 AUG 10 2026.



1. Fully accomplished, subscribed and sworn 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.



NOTICE OF VACANT POSITIONS
AS OF JUL 30 2026

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency/ Area of Specialization/ Residency Requirement (if applicable)	
1.	GUIDANCE COUNSELOR I	CATSCB-GUIDC1-1-2000	11	₱31,705.00	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		PANGANIBAN CAMPUS

Job Description:

1. Provide individual and group counseling services to help clients resolve personal, social or academic problems and crisis intervention by handling urgent cases related to mental health crises, suicide prevention, or immediate emotional distress
2. Provide testing and student appraisal through systematic data collection to understand student needs and potential. This involves administration of psychological test, analysis of test results to provide feedback to students and faculty for better academic and personal placement, inventory and updating of student records.
3. Provide information and career guidance to aid students navigate university life and future professional paths
4. Provide consultation and referral through collaboration with other stakeholders to ensure student well-being, conduct of faculty and parent conferences regarding student's behavior or academic concern, referral service to psychologist or medical doctors when their needs exceed the office's scope.
5. Assist in conducting research and evaluation of guidance services to determine effectiveness, studies on student trends and other related topic to inform university policy
6. Perform administrative and other duties that may be assigned by immediate supervisor

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 AUG 10 2026.



1. Fully accomplished, subscribed and sworn 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.