



NOTICE OF VACANT POSITIONS
 AS OF JUL 31 2025

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.	ADMINISTRATIVE OFFICER IV (Human Resource Management Officer II)	CATSCB-ADOF4-1-2004	15	₱42,178.00	Bachelor's degree relevant to the job	Four (4) hours relevant training	One (1) year relevant experience	CS Professional/ 2 nd Level Eligibility		Human Resource Management Unit

Job Description:

1. Review the work of HRMU direct reports/staff in conformance with existing laws, rules, policies and orders relative to personnel actions and services such as appointments, promotions/reclassification, salary increase, leave administration, retirement and maintenance of 201 files, recruitment, selection and placement, learning and development, employee welfare, awards administration, retirement, incentives, performance management
2. Conduct initial evaluation of documents of applicants to job vacancies
3. Prepare mandatory reports, communications, notice of vacancies with job description and specific qualifications, responses to queries on HRMU matters
4. Utilize HRIS to manage data, maintain list of current and future vacancies, assist in succession planning, update the PSIPOP, GSIS Web MSP etc.
5. Keep a complete and updated personnel records of all officials and employees
6. Provide secretariat services to personnel committees
7. Assist in the administration of position classification, compensation and benefits to employees by checking the accuracy of salaries and benefits, and other employee welfare programs.
8. Assist in the formulation and execution of policies, rules and regulations, office orders along HR management and development in accordance with CSC, DBM, CHED laws, rules and regulations
9. Conduct training and development activities
10. Perform other related task that may be assigned by supervisors

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the SUC President, **JUL 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 2025.

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 of Performance rating in the last rating period (if applicable);
3. Hard copy of proof of eligibility/rating/license; and
4. Hard copy of Transcript of Records.
5. Hard copy of Service Record/Certificate of Employment (if applicable);
6. Hard 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

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