



Republic of the Philippines
CATANDUANES STATE UNIVERSITY
Virac, Catanduanes
Email : catsu1961@catsu.edu.ph
Website : www.catsu.edu.ph



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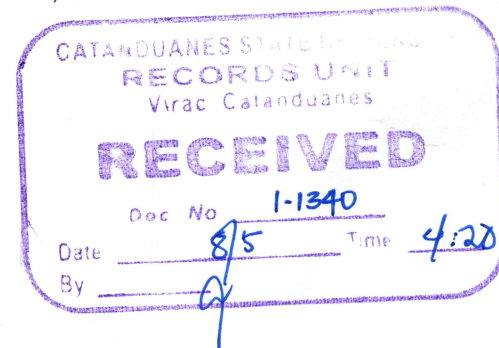
Tanggapan ng Pangulo
Office of the President

August 5, 2026

ADMINISTRATIVE BULLETIN
No. 007, 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



Enclosed is a Notice of Vacant Position/s in this University as of **August 5, 2026**. All interested applicants shall submit their application letters on or before **August 15, 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 CatSU-F-HRMU-78 (Application for Vacant Position Requirements Checklist and Data Privacy Consent) R1.
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/FMP SB.

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

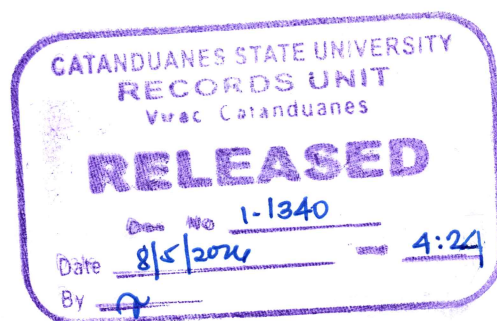
Applicants applying via email at hrms@catsu.edu.ph shall upload **SINGLE-FILE PDF only** and use the file name format: Last Name_First Name_Plantilla Position you are applying for.

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 AUG 05 2026
Aug. 5, 2024

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 ASSISTANT II	CATSCB-ADAS2-10-2023	8	₱22,423.00	Completion of two (2) years studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)	Four (4) hours of relevant training	One (1) year of relevant experience	CS Sub-Professional / 1st Level Eligibility		General Services Unit

Job Description:

1. Prepare and draft detailed plans using Computer-Aided Design or similar drafting software
2. Conduct ocular inspection and field surveys of university buildings, grounds, and ongoing construction/renovations sites; assist in computing material quantities, cost estimates and earthworks; assist in the preparation and construction of technical documents for procurement
3. Encode and prepare technical reports, accomplishment reports, correspondence and project briefs; maintain and secure engineering files, equipment inventory logs and maintenance databases; process and route documents and request for supplies to the proper administrative channels
4. Coordinate with various University offices; assist facility repair, and maintenance schedules; assist in organizing unit meetings
5. Perform other related functions/duties that may be assigned by the 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 15 2026**.

1. Fully accomplished Application for Vacant Position Requirements Checklist and Authorization To Verify Information (CatSU HRMU Form 78 - a copy may be secured at the HRM Unit or at <https://catsu.edu.ph/downloads>);
2. 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;
3. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
4. Hard copy or electronic copy of proof of eligibility/rating/license; and
5. Hard or electronic copy of Transcript of Records.
6. Hard or electronic copy of Service Record/Certificate of Employment (if applicable);
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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 AUG 05 2026

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					Education	Training	Experience	Eligibility			
1.	ADMINISTRATIVE AIDE VI (Clerk III)	CATSCB-ADA6-5-2004	6	₱19,716.00	Completion of two (2) years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)	Four (4) hours of relevant training	One (1) year of relevant experience	C.S. Sub-Professional/ 1 st Level Eligibility		Office of Admission and Registration Services	

Job Description:

1. Maintains, updates, files, retrieves, and safeguards student academic records, admission documents, and registration files in accordance with existing policies and data privacy standards.
2. Assists in the processing of student enrollment, registration, subject loading, issuance of registration forms, and verification of student information during enrollment periods.
3. Receives, evaluates, records, and facilitates requests for certifications, transcripts, diplomas, authentication of records, and other academic documents.
4. Encodes, updates, and validates student data in the student information system; prepares reports and statistical data as required by management and regulatory agencies.
5. Perform other duties that may be assigned by the immediate supervisor from time to time



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1.	ADMINISTRATIVE AIDE VI (Clerk III)	CATSCB-ADA6-21-2023	6	₱19,716.00	Completion of two (2) years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)	Four (4) hours of relevant training	One (1) year of relevant experience	C.S. Sub-Professional/ 1 st Level Eligibility		Information Unit

Statement of Duties & Responsibilities (Technical Competencies) and Percentage of Working Time (100%):

1. Perform administrative, clerical and messengerial task
2. Take charge of the recording, routing, and releasing of incoming and outgoing communications and other reports to the office/unit/college concerned
3. Receive and file communications, office instructions, memoranda, circular evaluation forms and reports, etc.
4. Prepare and keep office forms, control office supplies and materials
5. Perform other duties that may be assigned by the immediate supervisor from time to time.

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