



NOTICE OF VACANT POSITIONS
AS OF 25 AUG 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.	ADMINISTRATIVE AIDE VI (AUDIO-VISUAL AIDS TECHNICIAN I)	CATSCB-ADA6-15-2004	6	₱19,716.00	High School graduate (prior to 2016), or Completion of Grade 10/Junior High School (starting 2016), or completion of relevant vocational/trade course	Four (4) hours of relevant training	One (1) year of relevant experience	Audio-Visual Equipment Operator/Tech nician (CSC MC No. 11, s. 1996 Cat. II)		LIBRARY SERVICES

Job Description:

1. Set up, test and operate multimedia projectors, sound systems, microphones, smart display, and playback units for library presentations, classes, and events; assist library patrons (students, faculty, and researchers) with the proper use of non-print media stations and listening/viewing booths; provide onsite technical assistance during hybrid or virtual academic sessions hosted inside the Library/University premises.
2. Perform routine preventive maintenance and minor troubleshooting of audio-visual hardware, cables, and connections; conduct regular quality checks to ensure all media equipment is safe, optimal working condition; coordinate and endorse major hardware repairs or servicing with external technicians or the SUC property/maintenance department.
3. Inspect media equipment and learning aids before issuance and upon return from loan to faculty or student groups; maintain accurate, up-to-date logbooks and digital records of equipment loans, usage and status; conduct periodic physical inventories of library audio-visual assets and submit condition reports to the Library supervisor.
4. Assist in organizing, labeling, and archiving digital and physical non-profit media collections (educational videos, audio recordings); prepare and submit regular administrative reports regarding equipment functionality, maintenance requirements, and supply usage.



5. Perform other related administrative or library support task assigned by the 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 04 SEP 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);
7. 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:

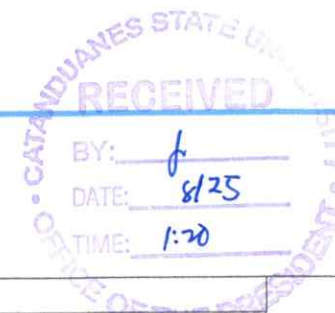
MA. SIONNE MAY C. TUBATO, MAED

Administrative Officer V (HRMO III)
Human Resource Management Unit
2F, Administrative Main Building, Catanduanes State University
Virac, Catanduanes
Email Address: careers_hrmu@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

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1.	ADMINISTRATIVE AIDE IV (BOOKBINDER II)	CATSCB-ADA4-24-2004	4	₱17,506.00	Elementary School graduate	None required	None required	None required (MC No. 11, s. 1996 – Cat. III)		LIBRARY SERVICES	

Job Description:

Operate manual or heavy-duty binding and cutting tools to stitch, glue, and case-in periodicals, serials, theses, and heavily used library books; trim edges, attach endpapers, and affix protective hard or soft covers to new or rebound volumes

Inspect damaged library collections, manuscript, and Filipiniana items for torn pages, spines, or broken bindings; perform mending, leaf-casting, spine reinforcement, and specialized conservation methods to restore fragile library assets

Collect, sort, and collate printed sections, loose issues, and official documents sequentially prior to bindings; label, stamp, and emboss titles, call numbers, or institutional markings on rebound books spines and covers

Clean, maintain, and perform minor troubleshooting on bindery and cutting equipment; monitor the inventory of bookbinding supplies (glue, thread, binding cloth, board and papers) and request replenishment as needed.

Maintain an accurate logbook of all bound, repaired, and processed library materials and documents;

Perform other related general administrative or library support task assigned by the immediate supervisor.

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1.	ADMINISTRATIVE ASSISTANT I (Computer Operator I)	CATSCB-ADAS1-1-2004	7	₱20,914.00	Completion of two (2) years of studies in college (prior to 2018), or High School graduate with relevant vocational/trade course (prior to 2018), or Completion of Grade 12/Senior High School under the Technical-Vocational- Livelihood (TVL) Track, or Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)	None required	None required	C/S Sub. Professional/ 1st Level Eligibility		College of Information and Communications Technology (CICT)

Job Description:

1. Provide technical laboratory support by performing routine cleaning of peripherals and carrying out hardware checks to ensure equipment runs at peak efficiency, manage software patches and antivirus updates across lab workstations to maintain security and performance, assist in installing new laboratory software required for specific CICT courses.
2. Provide user assistance and instruction/resource or technical support for students and faculty, resolving queries and troubleshooting log in connectivity issues, orienting clients with lab procedures, use of specialized equipment and access to shared network resources



3. Conduct monitoring of laboratory usage to enforce university policies, prevent unauthorized access or misuse of equipment, and ensure data integrity by executing scheduled data backups or critical lab configurations to external storage to prevent data loss
4. Perform administrative and inventory management by maintaining accurate records of lab attendance, equipment, usage logs, and incident reports for malfunctions, tracking of inventory of lab supplies and initiating requests for new equipment or repairs when hardware fails
5. Perform other related duties that may be assigned by immediate supervisor and assist with larger networking projects or university-wide ICT evaluations.

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