



NOTICE OF VACANT POSITIONS
AS OF October 5, 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 (CLERK III)	CATSCB-ADA6-2-2026	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	CS Sub- Professional/ 1 st Level Eligibility		Budget Office

Job Description:

Perform administrative, clerical and messengerial task

Take charge of the recording, routing, and releasing of incoming and outgoing communications and other reports to the office/unit/college concerned

Receive and file communications, office instructions, memoranda, circular evaluation forms and reports, etc.

Prepare and keep office forms, control office supplies and materials

Perform other duties that may be assigned by the immediate supervisor from time to time.

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 **October 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);
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

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