Republic of the Philippines
CATANDUANES STATE UNIVERSITY
Virac, Catanduanes

CATANDUANES STATE UNIVERSITY
RECEIVED
BY:
DATE: 10-21-20
TIME: 11:52
OFFICE OF THE PRESIDENT

NOTICE OF VACANT POSITIONS
AS OF _____

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 III (SENIOR BOOKKEEPER)	CATSCB-ADAS3-3-2004	9	₱24,329.00	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/ 1st Level Eligibility		ACCOUNTING UNIT

Job Description:

Prepares journal entry vouchers (JEVs) thru the Electronic New Government Accounting System (eNGAS) and ensures the correction, completeness, and proper classification accounts.

Reviews disbursement vouchers and supporting documents for completeness and accuracy and compliance with budgeting, accounting, and auditing rules and regulations.

Monitors subsidiary ledgers transactions and performs periodic reconciliations to maintain accurate and up-to-date accounting records.

Prepares tax remittances and BIR reports

Assists in the preparation of financial statements, schedules, and other accounting reports ensuring accuracy, completeness and timely submission to management, oversight agencies and auditors

Perform other duties and functions that may be assigned by the immediate supervisors 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 _____.

1. Fully accomplished Application for Vacant Position Requirements Checklist and Data Privacy Consent (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.

Republic of the Philippines
CATANDUANES STATE UNIVERSITY
Virac, Catanduanes

CATANDUANES STATE UNIVERSITY
RECEIVED
BY:
DATE: 10-21-25
TIME: 1:52

NOTICE OF VACANT POSITIONS
AS OF _____

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					Education	Training	Experience	Eligibility	Competency/ Area of Specialization/ Residency Requirement (if applicable)	
1.	ADMINISTRATIVE AIDE VI (CLERK III)	CATSCB-ADA6-31-2023	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/ 1st Level Eligibility		PANGANIBAN CAMPUS – BUDGET UNIT

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.

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1. Fully accomplished Application for Vacant Position Requirements Checklist and Data Privacy Consent (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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Human Resource Management Unit
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Panganiban, Catanduanes

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Philippines
UANES STATE UNIVERSITY
Virac, Catanduanes

CATANDUANES STATE UNIVERSITY
RECEIVED
BY:
DATE: 10-21-26
TIME: 11:57
OFFICE OF THE PRESIDENT

NOTICE OF VACANT POSITIONS

AS OF _____

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 IV (CLERK II)	CATSCB-ADA4-33-2004	4	₱17,506.00	Completion of two (2) years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)	None required	None Required	C.S. Sub-Professional/ 1st Level Eligibility		COLLEGE OF EDUCATION – LAB. SCHOOLS

Job Description:

- Perform administrative, clerical and messengerial tasks
- File and maintain custody of college records, documents, communications, issuances
- Assist the Laboratory Schools Principal and faculty in the conduct of college activities
- Perform other duties that may be assigned by the immediate supervisor from time to time.

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