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

November 24, 2026

CATANDUANES STATE UNIVERSITY RECORDS UNIT Virac Catanduanes RECEIVED Doc No. 1-2275 Date 11/24 3:19 By

ADMINISTRATIVE BULLETIN
No. 015, 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 **November 24, 2026**. All interested applicants shall submit their application letters on or before **December 4, 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).
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. Personal Data Sheet – NBC 461 (teaching position/s only).
6. Hard copy or electronic copy of Performance Rating in the last rating period (if applicable).
7. Hard copy or electronic copy of proof of Eligibility/Rating/License.
8. Hard copy or electronic copy of Transcript of Records.
9. Hard copy or electronic copy of Service Record/Certificate of Employment (if applicable).
10. Hard copy or electronic copy of Certificates of Participation to Relevant Trainings Attended (if applicable).
11. Other documents as may be required by the HRMPSB/FMPSB.

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 careers_hrmu@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 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.

CATANDUANES STATE UNIVERSITY RECORDS UNIT Virac Catanduanes RELEASED Doc No. 1-2275 Date 11/24/2026 Time 3:40 By

GEMMA G. ACEDO, PhD, DIT
SUC President III

Incl.: As stated.

Republic of the Philippines
CATANDUANES STATE UNIVERSITY
Virac, Catanduanes

CATANDUANES STATE UNIVERSITY
RECEIVED
BY:
DATE: 21 NOV 2026
TIME: 8:28
OFFICE OF THE PRESIDENT

NOTICE OF VACANT POSITIONS
AS OF NOV 24 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 OFFICER I (Records Officer I)	CATSCB-ADOF1-4-2023	10	₱26,917.00	Bachelor's degree relevant to the job	None required	None required	CS Professional / 2nd Level Eligibility		PANGANIBAN CAMPUS – Records Unit

Job Description:

- Receive, open, sort, and timestamp all incoming official mail, correspondence, memoranda, and documents
- Log and track incoming and outgoing papers using manual and electronic document tracking systems.
- Disperse routed documents to appropriate campus offices, departments, or administrative units
- Classify and index documents based on established subject filing systems and taxonomies
- Maintain active and inactive physical files, ensuring proper folder labeling and secure storage cabinet organization.
- Support the digitalization of records by scanning, indexing and uploading physical documents into electronic databases.
- Locate and pull requested physical and digital files for internal staff, faculty, or external auditors.
- Process request for document production, authentication, or certification of official records.
- Provide prompt administrative assistance and status update regarding pending document routing.
- Monitor file movements and maintain accurate charge-out logs or audit trails.
- Transfer inactive files systematically to secondary storage or university archives.
- Assist in sorting and inventorying files eligible for disposal based on approved records disposition schedules.
- Prepare periodic reports on document volume, mail movement, and unit inventories.
- Draft standard transmittal letters, memos, and routine office correspondence.
- Perform other related administrative tasks assigned by the head of the Office/Unit or Administration.

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 DEC 04 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).

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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: careers_hrmu@catsu.edu.ph

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