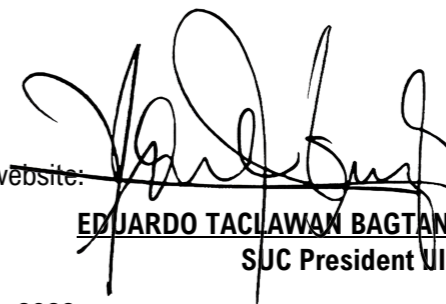


Republic of the Philippines
KALINGA STATE UNIVERSITY
Request for Publication of Vacant Positions



EDUARDO TACLAWAN BAGTANG, CPA, DBM
SJC President UI

Date: **August 29, 2023**

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the KALINGA STATE UNIVERSITY in the CSC website:

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 (if applicable)	
1	Accountant II	KASCB-A2-2-2023	16	39,672	BS Accountancy/ BSC-Accounting/ BSBA-Accounting	1 year of relevant experience	4 hours of relevant training	RA 1080 (Certified Public Accountant)	Technical Competencies: 1) Analyzes and attests to the accuracy of accounting records and reports and provides information and advice to the management of the Campus to ensure that the utilization of funds is maximized and compliant with government accounting rules and regulations; 2) Implements existing accounting and auditing rules and regulations; 3) Prepares and checks the accuracy of entries to ledger accounts and reconciles subsidiary ledger accounts to the general ledger and ascertains whether accounting rules and regulations are complied with and observed; 4) Maintains financial records and ensures that financial transactions are properly recorded; 5) Prepares Reports of Receipts, Disbursements, balance sheets, profit, and loss statements, and other financial reports; 6) Monitors Cash Advances; Reviews reimbursements and liquidation reports including supporting documents, and prepares Journal Entry Vouchers; 7) Compute excess loads of faculty; 8) Prepare Tax certificates, and submits withholding taxes through EFPs for Fund 101, Fund 161, B 164, Special Projects and CVARRD; 9) Prepares salary index of employees; 10) Verifies the availability of funds and the correctness of the bank reconciliation statements; 11) Reviews schedule of remittances, payables, and other accounting entries; 12) Ensures that all recordable transactions must be taken up accurately in the books; 13) Ensures that all disbursements are properly documented and under laws, rules, and regulations; 14) Perform other related functions that may be assigned to him by higher authorities; and 15) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Accounting Unit, Dagupan Campus

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 (if applicable)	
2	Accountant II	KASCB-A2-3-2023	16	39,672	BS Accountancy/ BSC-Accounting/ BSBA-Accounting	1 year of relevant experience	4 hours of relevant training	RA 1080 (Certified Public Accountant)	Technical Competencies: 1) Analyzes and attests to the accuracy of accounting records and reports and provides information and advice to the management of the Campus to ensure that the utilization of funds is maximized and compliant with government accounting rules and regulations; 2) Implements existing accounting and auditing rules and regulations; 3) Prepares and checks the accuracy of entries to ledger accounts and reconciles subsidiary ledger accounts to the general ledger and ascertains whether accounting rules and regulations are complied with and observed; 4) Maintains financial records and ensures that financial transactions are properly recorded; 5) Prepares Reports of Receipts, Disbursements, balance sheets, profit, and loss statements, and other financial reports; 6) Monitors Cash Advances; 7) Reviews reimbursements and liquidation reports including supporting documents, and prepares Journal Entry Vouchers; 8) Compute excess loads of faculty; 9) Prepare Tax certificates; 10) Prepares and submits withholding taxes through EFPs for Fund 101, Fund 161, B 164, Special Projects and CVARRD; 11) Prepares salary index of employees; 12) Verifies the availability of funds and the correctness of the bank reconciliation statements; 13) Reviews schedule of remittances, payables, and other accounting entries; 14) Ensures that all recordable transactions must be taken up accurately in the books; 15) Ensures that all disbursements are properly documented and under laws, rules, and regulations; 16) Perform other related functions that may be assigned to him by higher authorities; and 17) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Accounting Unit, Rizal Campus

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 (if applicable)
3	Administrative Officer III	KASCB-ADOF3-26-2023	14	33,843	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	<p>Technical Competencies: 1) Directs, supervises, and manages all delegated procurement activities of the Campus, including procurement planning, purchasing, contract management, and monitoring; 2) Ensures that the Campus sub-BAC, BAC Secretariat, and TWG shall give utmost priority to BAC assignments over all other duties and responsibilities until the requirements for the said assignments at hand are completed; 3) Complies with and enforces the university's procurement policies and procedures, i.e., ensures that all procurements are in line with the APP; 4) Consolidates the documents relative to the timely preparation of procurement periodic reports such as PPMP, APP, PMR, and APCPI including PhilGEPS posting and updating and submit to Main-BAC for further action; 5) On regular basis, prepares, reviews, and updates APP submitted by PMOs and end-user units per the duly approved yearly budget of the Campus; 6) Chairs the PPMP Review and Compliance Committee of the Campus by providing technical assistance to the end-user units in the preparation of their Project Procurement Management Plans (PPMPs) including supplementals; 7) Reviews, compares, analyzes, and recommends for approval the products and services from the PPMP and APP to be procured, i.e., prepares plans for the purchase of equipment, services, and supplies; 8) Ensures segmentation and aggregation of purchase orders by categories, minimizes the total cost of purchases with bulk orders, or recommends public bidding as applicable; 9) Manages and monitors all phases of the procurement process, activities, and milestones for proper reporting to relevant agencies and/or end-users, when required; 10) Transacts with the PS-DBM on behalf of the Procuring Entity, if needed; 11) Facilitates the timely processing of the incentives of BAC and the TWG committee chairpersons and members; 12) Evaluates and recommend for the designation, including re-designations of the Campus Sub-BAC, BAC Secretariat, and TWG to ensure a smooth procurement process; 13) Recommends to the appropriate training committee that procurement personnel, BAC, BAC Secretariat, TWG, and other procurement practitioners shall attend procurement training and capacity development activities; 14) Act on COA audit and observations findings including other procurement issues of the University; 15) Perform other related functions that may be assigned to him/her by higher authorities; and 16) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)</p>	Procurement Unit, Dagupan Campus

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 (if applicable)
4	Administrative Officer III	KASCB-ADOF3-21-2023	14	33,843	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	Technical Competencies: 1) Submits report on untoward incidents immediately to proper authorities; 2) Assists in the submission of reports to higher authorities where such reports are necessary; 3) Assists in the conduct of regular meetings with the personnel; 4) Assists in the consolidation and submission of quarterly accomplishment reports; 5) Assists in the conduct a periodic ocular inspection, preventive maintenance and repairs of all buildings of the university, roads, grounds, fences, equipment and all other facilities of the University; 6) Act promptly for emergency repair on reports of damage facilities; 7) Assist in the monitoring of function areas during school activities; 8) Performs other related functions that may be assigned to him by higher authorities; and 9) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others).	General Services Unit, Administrative Services, Bulanao Campus

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 (if applicable)
5	Administrative Officer III	KASCB-ADOF3-22-2023	14	33,843	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	<p>Technical Competencies: 1) Assists in directing, supervising, and managing all procurement activities of the University by acting as a Chairperson of the BAC Secretariat Section of the Procurement Unit; 2) Organizes and makes all necessary arrangements for BAC meetings, conferences, post-qualification, and other similar activities; 3) Consolidates Project Procurement Management Plans from various units of the procuring entity into one APP with the assistance of the Procurement Planning and Management Division, as necessary, and makes them available for review; 4) Prepares procurement periodic reports on PPMP, PMR, APP, APCPI, PhilGEPS posting, and updating, and ensures submission to DBM, GPPB-TSO, and other agencies requiring such reports; 5) Act as custodian of procurement documents and other records ensuring that all procurements undertaken by the Procuring Entity are properly documented and complied with FOI; 6) Acts as the central channel of communications for the BAC with end-users, project management office/s, other units of the line agency, other government agencies, providers of goods, infrastructure projects, consulting services, observers, and the general public; 7) Serves as a central depository of all procurement-related information and continually updates itself with the most current GPPB resolutions issuances, circulars, and events, and downstream the same to all relevant officers, employees, and parties requiring information; 8) Assesses the completeness of documents and forms, prepares biddings documents, and submits for approval of the BAC; 9) Advertises and/or posts bidding opportunities, including Bidding Documents, and notices of awards in the required sites; 10) Manages the sale and distribution of Bidding Documents to interested bidders; 11) Prepares minutes of meetings and resolutions of the BAC; 12) Transacts with the PhilGEPS on behalf of the University; 13) Furnishes the Observers, upon the latter's request and free of charge, copies of the minutes of the proceedings of BAC meetings, abstract of bids, post-qualification summary report, APP and related PPMP, and copies of "opened" proposals; 14) Compares prices, specifications, and delivery dates to determine the best bid among suppliers, and submits a report; 15) Assists in the compliance and enforcement of the university's procurement policies and procedures, i.e., ensure that all procurements are in line with the APP; 16) Prepares honoraria for the members of the BAC, BAC Secretariat, TWG, and other personnel who rendered services; 17) Monitors procurement activities and milestones for proper reporting to relevant agencies when required; 18) Perform other related functions that may be assigned to him/her by higher authorities; and 19) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others).</p>	Procurement Management Unit, Administrative Services, Bulanao Campus

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 (if applicable)	
6	Administrative Officer III	KASCB-ADOF3-28-2023	14	33,843	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	Technical Competencies: 1) Directs, supervises, and manages all delegated procurement activities of the Campus, including procurement planning, purchasing, contract management, and monitoring; 2) Ensures that the Campus sub-BAC, BAC Secretariat, and TWG shall give utmost priority to BAC assignments over all other duties and responsibilities until the requirements for the said assignments at hand are completed; 3) Complies with and enforces the university's procurement policies and procedures, i.e., ensures that all procurements are in line with the APP; 4) Consolidates the documents relative to the timely preparation of procurement periodic reports such as PPMP, APP, PMR, and APCPI including PhilGEPS posting and updating and submit to Main-BAC for further action; 5) On regular basis, prepares, reviews, and updates APP submitted by PMOs and end-user units per the duly approved yearly budget of the Campus; 6) Chairs the PPMP Review and Compliance Committee of the Campus by providing technical assistance to the end-user units in the preparation of their Project Procurement Management Plans (PPMPs) including supplementals; 7) Reviews, compares, analyzes, and recommends for approval the products and services from the PPMP and APP to be procured, i.e., prepares plans for the purchase of equipment, services, and supplies; 8) Ensures segmentation and aggregation of purchase orders by categories, minimizes the total cost of purchases with bulk orders, or recommends public bidding as applicable; 9) Manages and monitors all phases of the procurement process, activities, and milestones for proper reporting to relevant agencies and/or end-users, when required; 10) Transacts with the PS-DBM on behalf of the Procuring Entity, if needed; 11) Facilitates the timely processing of the incentives of BAC and the TWG committee chairpersons and members; 12) Evaluates and recommend for the designation, including re-designations of the Campus Sub-BAC, BAC Secretariat, and TWG to ensure a smooth procurement process; 13) Recommends to the appropriate training committee that procurement personnel, BAC, BAC Secretariat, TWG, and other procurement practitioners shall attend procurement training and capacity development activities; 14) Act on COA audit and observations findings including other procurement issues of the University; 15) Perform other related functions that may be assigned to him/her by higher authorities; and 16) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Procurement Unit, Rizal Campus

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 (if applicable)
7	Administrative Officer III (Cashier II)	KASCB-ADOF3-20-2023	14	33,843	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	Technical Competencies: 1) Assist Administrative Officer V in the overall supervision of the collection function of the University; 2) Lead Officer for the deposit of all cash collections; 3) Responsible for the custody of cash from the regular collecting officers while in the premises of the office and while in transit to the bank; 4) Accountable Officer for the maintenance of cash receipts record including the review of collection reports of regular collecting officers to ensure that all reported collections are properly deposited to the bank; 5) Lead Officer for the transmittal of the report of collection and deposits and related receipts; 6) Responsible for the preparations and monitoring of monthly accomplishments and other reports of the cashiering office; 7) Receives collection and deposits in the university's servicing banks; 8) Maintains a complete record of collection and deposit and submit a report of the same; 9) Maintains a complete record of cash and check disbursements; 10) Perform other related functions that may be assigned to him/her by higher authorities; and 11) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Cash Unit, Administrative Services, Bulanao Campus

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 (if applicable)
8	Administrative Officer III (Cashier II)	KASCB-ADOF3-25-2023	14	33,843	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	Technical Competencies: 1) Assist in the overall supervision of the collection function of the Campus; 2) Supervise and direct activities of the staff relating to collection, deposits, and other financial transactions; 3) Responsible for the custody of cash while in the premises of the office and while in transit to the bank; 4) Accountable Officer for the maintenance of cash receipts record including the review of collection reports of regular collecting officers to ensure that all reported collections are properly deposited to the bank; 5) Attends to issues and problems that may arise from transactions between depository bank; 6) Lead Officer for the transmittal of the report of collection and deposits and related receipts; 7) Supervision of and distribution of checks to various payees; 8) Reviews and signs ACIC/LDDAP-ADA and checks prepared; 9) Responsible for the preparations and monitoring of monthly accomplishments and other reports of the cashiering office; 10) Ensure timely reports of LDDAP-ADA and paid disbursement of vouchers issued for submission to Accounting; 11) Maintains a complete record of cash and check disbursements; 12) Perform other related functions that may be assigned to him by higher authorities; and 13) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Cash Unit, Dagupan Campus

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 (if applicable)
9	Administrative Officer III (Cashier II)	KASCB-ADOF3-27-2023	14	33,843	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	Technical Competencies: 1) Assist in the overall supervision of the collection function of the Campus; 2) Supervise and direct activities of the staff relating to collection, deposits, and other financial transactions; 3) Responsible for the custody of cash while in the premises of the office and while in transit to the bank; 4) Accountable Officer for the maintenance of cash receipts record including the review of collection reports of regular collecting officers to ensure that all reported collections are properly deposited to the bank; 5) Attends to issues and problems that may arise from transactions between depository bank; 6) Lead Officer for the transmittal of the report of collection and deposits and related receipts; 7) Supervision of and distribution of checks to various payees; 8) Reviews and signs ACIC/LDDAP-ADA and checks prepared; 9) Responsible for the preparations and monitoring of monthly accomplishments and other reports of the cashiering office; 10) Ensure timely reports of LDDAP-ADA and paid disbursement of vouchers issued for submission to Accounting; 11) Maintains a complete record of cash and check disbursements; 12) Perform other related functions that may be assigned to him by higher authorities; and 13) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Cash Unit, Rizal Campus

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 (if applicable)
10	Administrative Officer III (Records Officer II)	KASCB-ADOF3-23-2023	14	33,843	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	Technical Competencies: 1) Assists in directing, supervising, and managing all records and archiving activities of the University, whether in the Main Campus or satellite campuses; 2) Develops and maintains the University's electronic record management system; 3) Assists in the establishment and maintenance of an active continuing program for management preservation and disposition of records using a database; 4) Ensures compliance with the University's Records Keeping Plan, Policies, and Procedures; 5) Processes records within the administration and other campuses; 6) Collects, records, processes and distributes outgoing and incoming communications; 7) Undertakes regular file audits to provide advice and make recommendations and processes; 8) Ensure that all file storage areas are kept safe and well-maintained; 9) Checks and classifies signed correspondence before they are released for mailing; 10) Authenticates copies of documents in possession of the unit; 11) Prepares annual and other required reports; 12) Provide support to other administrative offices as required; 13) Assumes full responsibility for the custody and safekeeping of official records and documents; 14) Perform other related functions that may be assigned to him/her by higher authorities; and 15) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Records and Archive Unit, Administrative Services, Bulanao Campus

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 (if applicable)
11	Administrative Officer III (Supply Officer II)	KASCB-ADOF3-24-2023	14	33,843	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	Technical Competencies: 1) Take charge of the Property, Plant, and Equipment Management Section of the Unit; 2) Receives, inspect, and accept deliveries of property, plant, and equipment from various suppliers; 3) Prepares Inspection and Acceptance Reports, Inventory Custodian Slips, Property Acknowledgement Receipt, and Disbursement Vouchers; 4) Arranges equipment in the storage or pick-up area; 5) Issues equipment to various end-users; 6) Post receipts and issuances in the KSU Inventory System; 7) Manage the Annual Insurance of buildings and structures; 8) Manages the dropping of disposed PPE from the KSU Inventory System; 9) Book or record PPE from donation and construction projects; 10) Facilitate the field inspection from time to time to see how the university properties are made use of control and managed; 11) Facilitate the recording and conduct of actual disposal of unserviceable property; 12) Facilitate the disposal of waste material and unserviceable equipment to derive economic benefit and maintain orderliness and efficient use of office space; 13) Reviews purchase orders and vouchers for payment and supervise rendition of reports of delivery; 14) To prepare documents in the application and maintenance of insurance for buildings, equipment, and motor vehicle; 15) Prepare periodic reports on the status of equipment; 16) Maintain orderly and up-to-date records and ledger cards of equipment; 17) Assist the office head in the supervision, and training of personnel for efficient and effective service delivery; 18) Perform other related functions that may be assigned to him/her by higher authorities; and 19) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Supply and Property Management Unit, Administrative Services, Bulanao Campus

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 (if applicable)
12	Administrative Officer IV	KASCB-ADOF4-37-2023	15	36,619	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	Technical Competencies: 1) Ensures and maintains safety, peace, and order in the university; 2) Schedules the time of duty of all security guards in the university, including identifying security posts subject to approval by concerned officials; 3) Accomplishes Quarterly Disposition Report to be submitted at PNP; 4) Supervises, monitors, and accomplishes Individual Performance Evaluation of the personnel with prior coordination of supervisor; 5) Reports untoward incidents immediately to proper authorities; 6) Submits reports to the higher authorities where such reports are necessary; 7) Attends official meetings, seminars/ trainings; 8) Conducts regular meetings with the subordinate personnel; 9) Consolidates and submits quarterly accomplishment reports; 10) Conducts periodic ocular inspection, preventive maintenance and repairs of all buildings of the university, roads, grounds, fences, equipment and all other facilities of the University; 11) Facilitates emergency repair on reports of damage facilities; 12) Monitors function areas during school activities; 13) Performs other related functions that may be assigned to him by higher authorities; and 14) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others).	General Services Unit, Administrative Services, Bulanao Campus

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 (if applicable)
13	Administrative Officer IV (Budget Officer II)	KASCB-ADOF4-39-2023	15	36,619	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	Technical Competencies: 1) Implements existing budgeting rules and regulations, i.e., financial policies regarding control of allotments, expenditures, and collection of revenues from the various department of the University; 2) Assist in the preparation of budget proposals, estimates and attend budget hearings; 3) Prepares obligation requests, controls registry of allotment and obligations of Personal Services, and records the analysis of obligations for the different campuses and functions for regular budget; 4) Prepares budgetary requirements/reports and requests for cash allocations; 5) Reviews Registry of Allotment and Obligations of Personal Services submitted by the different campuses; 6) Recommend policies and guidelines in the preparation of annual budget estimates and the execution of the budget; 7) Develop and improve budgetary methods and procedures; 8) Prepare annual work and financial plans; 9) Prepare and submit reports on time on the financial status as required by proper authorities; 10) Perform other related functions that may be assigned to him/her by higher authorities; and 11) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Budget Unit, Finance Services, Bulanao Campus

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 (if applicable)
14	Administrative Officer IV (Budget Officer II)	KASCB-ADOF4-41-2023	15	36,619	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	Technical Competencies: 1) Supervises and coordinates the activities of the Campus budget and fiscal staff; 2) Implements existing budgeting rules and regulations, i.e., financial policies regarding control of allotments, expenditures, and collection of revenues from the various department of the University; 3) Participates in the preparation of annual, supplemental, and special deficiency budgets of the Campus in the review and consolidation of budgets and plantilla of a large number of subordinate units and builds them up into one budgetary proposal; 4) Consolidates and prepares supporting justifications; 5) Acts as financial officer of the Campus and submits findings and recommendations for managerial actions relative to budgeting, accounting, and financial matters; 6) Supervises the distribution and allocation of funds to subordinate units; 7) Prepares, reviews, analyzes financial plan/budget estimates of different PPAs; 8) Attends budget hearings and justifies budget proposals to reviewing authorities; 9) Reviews financial reports and cost data statistics; 10) Submits requests for obligation of allotments through channels; 11) Implements budgeting and financial record-keeping procedures to ensure efficient coordination of various department grants, and designated accounts; 12) Verifies prepared obligation requests, controls registry of allotment and obligations of Personal Services, and recorded the analysis of obligations for the different campuses and functions for regular budget; 13) Prepares budgetary requirements/reports and requests for cash allocations; 14) Recommend policies and guidelines in the preparation of annual budget estimates and in the execution of the budget; 15) Prepare annual work and financial plans of the Campus; 16) Perform other related functions that may be assigned to him by higher authorities; and 17) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Bacalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Budget Unit, Dagupan Campus

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 (if applicable)
15	Administrative Officer IV (Budget Officer II)	KASCB-ADOF4-43-2023	15	36,619	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	Technical Competencies: 1) Supervises and coordinates the activities of the Campus budget and fiscal staff; 2) Implements existing budgeting rules and regulations; 3) Participates in the preparation of annual, supplemental, and special deficiency budgets of the Campus in the review and consolidation of budgets and plantilla of a large number of subordinate units and builds them up into one budgetary proposal; 4) Consolidates and prepares supporting justifications; 5) Acts as financial officer of the Campus and submits findings and recommendations for managerial actions relative to budgeting, accounting, and financial matters; 6) Supervises the distribution and allocation of funds to subordinate units; 7) Prepares, reviews, analyzes financial plan/budget estimates of different PPAs; 8) Attends budget hearings and justifies budget proposals to reviewing authorities; 9) Reviews financial reports and cost data statistics; 10) Submits requests for obligation of allotments through channels; 11) Implements budgeting and financial record-keeping procedures to ensure efficient coordination of various department grants, and designated accounts; 12) Verifies prepared obligation requests, controls registry of allotment and obligations of Personal Services, and recorded the analysis of obligations for the different campuses and functions for regular budget; 13) Prepares budgetary requirements/reports and requests for cash allocations; 14) Recommend policies and guidelines in the preparation of annual budget estimates and in the execution of the budget; 15) Prepare annual work and financial plans of the Campus; 16) Perform other related functions that may be assigned to him by higher authorities; and 17) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Budget Unit, Rizal Campus

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 (if applicable)
16	Administrative Officer IV (Human Resource Management Officer II)	KASCB-ADOF4-40-2023	15	36,619	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	Technical Competencies: 1) Coordinates and supervises overall aspects of personnel activities of the Campus; 2) Interpret laws, rules, and regulations, policies to prevailing problems pertinent to a personnel action; 3) Directs/ participates in the review of action on personnel matters in conformance with the legal requirements of the Campus; 4) Prepares and updates service records of employees; 5) Prepares certification of employees; 6) Prepares and reviews appointments, plantilla of casual appointments, job orders, contracts, and supporting documents; 7) Prepares publication of vacancies; 8) Performs inventory of government human resources; 9) Facilitates the ranking of employees for hiring, promotion, and change of status; 10) Updates and reviews PSIPOP; 11) Prepares faculty and personnel profile; 12) Coordinates with Human Resource Management Offices of other campuses about HRM reports required by CHED, PASUC, DBM, etc.; 13) Perform other related functions that may be assigned to him by higher authorities; and 14) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others).	Human Resource Management Unit, Dagupan Campus

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 (if applicable)
17	Administrative Officer IV (Human Resource Management Officer II)	KASCB-ADOF4-38-2023	15	36,619	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	Technical Competencies: 1) Coordinates and supervises overall aspects of personnel activities; 2) Interpret laws, rules, and regulations, policies to prevailing problems pertinent to a personnel action; 3) Directs/participates in the review of action on personnel matters in conformance with the legal requirements of the university; 4) Prepares and updates service records of employees; 5) Prepares certification of employees; 6) Prepares and reviews appointments, plantilla of casual appointments, job orders, contracts, and supporting documents; 7) Prepares publication of vacancies; 8) Performs inventory of government human resources; 9) Facilitates the ranking of employees for hiring, promotion, and change of status; 10) Updates and reviews PSIPOP; 11) Prepares faculty and personnel profile; 12) Coordinates with Human Resource Management Offices of other campuses about HRM reports required by CHED, PASUC, DBM, etc.; 13) Perform other related functions that may be assigned to him by higher authorities; and 14) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others).	Human Resource Management Unit, Administrative Services, Bulanao Campus

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 (if applicable)
18	Administrative Officer IV (Human Resource Management Officer II)	KASCB-ADOF4-42-2023	15	36,619	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	Technical Competencies: 1) Coordinates and supervises overall aspects of personnel activities; 2) Interpret laws, rules, and regulations, policies to prevailing problems pertinent to a personnel action; 3) Directs/participates in the review of action on personnel matters in conformance with the legal requirements of the Campus; 4) Prepares and updates service records of employees; 5) Prepares certification of employees; 6) Prepares and reviews appointments, plantilla of casual appointments, job orders, contracts, and supporting documents; 7) Prepares publication of vacancies; 8) Performs inventory of government human resources; 9) Facilitates the ranking of employees for hiring, promotion, and change of status; 10) Updates and reviews PSIPOP; 11) Prepares faculty and personnel profile; 12) Coordinates with Human Resource Management Offices of other campuses about HRM reports required by CHED, PASUC, DBM, etc.; 13) Perform other related functions that may be assigned to him by higher authorities; and 14) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Human Resource Management Unit, Rizal Campus

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 (if applicable)
19	Administrative Officer V	KASCB-ADOF5-2-2023	18	46,725	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	<p>Technical Competencies: 1) Provide the necessary leadership in planning, implementing, and evaluating the general support services program of the University to ensure the efficient and effective operation of the institution in its various programs; 2) Device/implement a management control system to ensure efficient and effective use of the institution's physical resources, facilities, equipment properties, and manpower services; 3) Supervise the heads or chairmen of various units under the general services office relative to the discharge of their duties and functions including monitoring and evaluating their performance; 4) Review proposals from unit heads of Academic sector, Planning, Research and Extension Services, Administration and Finance sector for support services to ensure effectiveness and efficiency in resource utilization and manpower services; 5) Oversee the maintenance of institution's facilities such as buildings and classrooms, laboratories, libraries, halls, comfort rooms, canters, electric power and lighting, road networks, communication facilities, reproduction and printing, farm machineries, transport vehicles, food services and auxiliary services resources of the institution; 6) Propose policies for cost-saving measures and conservation of material resources and work out for approval by higher authorities and for implementation; 7) Supervise the head of the civil security unit in his function in providing security services to ensure safety of all personnel and students during working hours, regular classes days and the properties of the institution; 8) Prepare schedules of repairs and maintenance of the facilities of the university in coordination with the Campus administrators; 9) Supervise the implementation of protocols in the protection of employees and Student against pandemics; 10) Approves requisitions of supplies and materials needed in the performance of works; 11) Perform other related functions that may be assigned to him by higher authorities; and 12) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others).</p>	General Services Unit, Administrative Services, Bulanao Campus

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 (if applicable)
20	Administrative Officer V	KASCB-ADOF5-1-2023	18	46,725	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	Technical Competencies: 1) Ensures that quality policy is established and quality is pursued at all levels of the University; 2) Responsible for the planning, implementing, and maintaining an operational process for continual improvement of the established Quality Management System (QMS); 3) Formulate, recommend and execute well-organized and directed work programs of the office in line with the goals and objectives of the University; 4) Ensure the sustained implementation of the established QMS training/education, documentation, maintenance, review, and further development/improvement of processes and procedures on management, instruction, and related operations and support services, processes, and procedures; 5) Formulate and recommend university quality assurance policies and procedures in line with statutory and external certifying body requirements; 6) Provide advice and support on the annual review and strategic processes of the university; 7) Design, implement, and monitor Quality Assurance Plan in all areas relative to the achievement of globalization and internationalization; 8) Initiate the review of the university policies and guidelines if deemed necessary; 9) Collaborate effectively with the academic department, students services, and other professional services in the achievement of quality and excellence; 10) Undertake other duties not specifically stated above which from time to time necessary without altering the nature or level of responsibility involved; 11) Oversees the implementation, monitoring, and evaluation of the quality assurance plan of the university; 12) Perform other duties assigned by higher authorities; and 13) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Quality Assurance Unit, Bulanao Campus

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 (if applicable)
21	Administrative Officer V	KASCB-ADOF5-4-2023	18	46,725	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	<p>Technical Competencies: 1) Actively assist in planning, implementing, supervising, controlling, and evaluating both the academic and administrative programs, projects, and activities on the campus in line with the goals and objectives of the University in coordination with other co-equal offices; 2) Assists in supervising and evaluating the offices under his office; 3) Assists in conducting and submitting evaluation reports of the Deans under their supervision; 4) Assists in conducting mandatory class observations of faculty members every semester; 5) Assists in conducting preliminary investigations of erring employees under his/her supervision and recommend further administrative actions to the Office of the President; 6) Timely submit reports to higher offices; 7) Assists in collating the needed resources submitted to his office by the Deans and other officials under his office on campus; 8) Assists in resolving or acting on problems that may arise on the campus and elevate the same to higher authorities when needed; 9) Assists in formulating plans for the establishment and improvement of facilities and buildings within the campus for submission to the Office of the President through the Office of the VP's; 10) Assists in representing the Campus in appropriate bodies/offices from within and local as an officer in authority in the promotion, development and implementation of worthy standards, policies, programs, and activities, decisions and actions commensurate to the vision and mission of the University; 11) Acts as Vice-Chairperson of the campus's regular and special meetings as the officer in authority in matters such as recent developments, administrative and supervisory matters, problems, and decisions; 12) Acts as Vice-Chairperson of the campus planning unit, Disciplinary Board, and Area chair for administration and VMGO during AACUP accreditation; 13) Prepare and recommend the budget proposal for the campus; 14) Perform other related functions that may be assigned to him by higher authorities; and 15) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)</p>	Support Staff Unit/ Office of the Chancellor of Dagupan Campus

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 (if applicable)
22	Administrative Officer V	KASCB-ADOF5-5-2023	18	46,725	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	<p>Technical Competencies: 1) Actively assist in planning, implementing, supervising, controlling, and evaluating both the academic and administrative programs, projects, and activities on the campus in line with the goals and objectives of the University in coordination with other co-equal offices; 2) Assists in supervising and evaluating the offices under his office; 3) Assists in conducting and submitting evaluation reports of the Deans under their supervision; 4) Assists in conducting mandatory class observations of faculty members every semester; 5) Assists in conducting preliminary investigations of erring employees under his/her supervision and recommend further administrative actions to the Office of the President; 6) Timely submit reports to higher offices; 7) Assists in collating the needed resources submitted to his office by the Deans and other officials under his office on campus; 8) Assists in resolving or acting on problems that may arise on the campus and elevate the same to higher authorities when needed; 9) Assists in formulating plans for the establishment and improvement of facilities and buildings within the campus for submission to the Office of the President through the Office of the VP's; 10) Assists in representing the Campus in appropriate bodies/offices from within and local as an officer in authority in the promotion, development and implementation of worthy standards, policies, programs, and activities, decisions and actions commensurate to the vision and mission of the University; 11) Acts as Vice-Chairperson of the campus's regular and special meetings as the officer in authority in matters such as recent developments, administrative and supervisory matters, problems, and decisions; 12) Acts as Vice-Chairperson of the campus planning unit, Disciplinary Board, and Area chair for administration and VMGO during AACUP accreditation; 13) Prepare and recommend the budget proposal for the campus; 14) Perform other related functions that may be assigned to him by higher authorities; and 15) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)</p>	Support Staff Unit/ Office of the Chancellor of Rizal Campus

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 (if applicable)
23	Administrative Officer V (Supply Officer III)	KASCB-ADOF5-3-2023	18	46,725	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	Technical Competencies: 1) Direct, supervise, and manage all supply and property management activities of the University, whether in the Main Campus (including those of its designated staff) or satellite campuses; 2) Develop and recommend policies, standards, guidelines, systems, tools, and forms for use in the SPMO regarding related activities; 3) Supervises the activities of the Property, Plant, and Equipment Management Section of the Unit; 4) Supervises the activities of the Supplies and Materials Management Section of the Unit; 5) Supervises the activities of the Inventory and Disposal Management Section of the Unit; 6) Supervise the accounting for all office equipment and supplies, assumes full custodianship of all property records, and oversee the conduct of periodic inventories; 7) Recommend all property documents giving credit for property lost, condemned, and paid for; 8) To provide technical services to the management and staff of the university concerning procurement (using alternative mode), inspection and acceptance, issuance, storage, maintenance, and inventory of material resources, equipment, and properties to support the efficient operation of the university; 9) Supervises the conduct of yearly inventory of equipment, renders reports of losses and imperishable equipment, and manages disposal thereof; 10) Directs the submission of reports on inspection, inventory, and turnover of assets to SAO/CAO including a special report on inspection of the asset when requested by division/s needing such special report; 11) Evaluates and submits recommendations regarding the work performances of supply officers and the technical and clerical personnel of the unit; 12) Act on COA audit and observations findings including other procurement issues of the University; 13) Perform other related functions that may be assigned to him by higher authorities; and 14) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Supply and Property Management Unit, Administrative Services, Bulanao Campus

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 (if applicable)
24	Attorney IV	KASCB-ATY4-14-2023	23	80,003	Bachelor of Laws	2 years of relevant experience	8 hours of relevant training	RA1080 (BAR)	Technical Competencies: 1) Provides legal advice and counsel to the University in support of its activities and transactions; 2) Lead in the implementation of data protection, intellectual property rights, and freedom of information; 3) Represents the university in litigation, negotiations, and other matters where legal counsel is required; 4) Coordinates with outside counsel to address issues requiring special legal output; 5) Conduct hearing on cases assigned to him/her arising from the violation of laws, office rules, and regulations against erring officials and personnel of the University and prepares decision, rulings, or opinions on these cases; 6) Review/draft contracts and other legal documents executed and/or into by the University; 7) Prepare/recommend administrative decisions against erring officials and employees; 8) Perform other functions that may be directed by the University president; 9) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others).	Legal Unit, Bulanao Campus

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 (if applicable)
25	Board Secretary I	KASCB-BS1-62-2023	14	33,843	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	Technical Competencies: 1) Assist the Board Secretary V in the logistical arrangements for the conduct of Board Meetings, Board Committee meetings, and Academic and Administrative Council meetings; 2) Assist the Board Secretary V in recording the proceedings of the meetings of the Board of Regents, Board Committee, and the Administrative and Academic Councils; 3) Record and prepare the draft minutes of meetings of the Board and the Academic and Administrative Councils for checking by the Board Secretary V; 4) Responsible for assembling and distributing agenda materials, reports, studies, correspondences, and recommendations for the Board to act upon, in consultation with the Board Secretary V; 5) Perform research and documentation processes for Completed Staff Work on agenda items; 6) File and maintain and keep records of Board documents; 7) Assist in the information dissemination to the University President, and any and all parties involved in the implementation of decisions and resolutions of the Board of Regents and apprise them of actions taken thereon; 8) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others).	Office of the University Board Secretary, Bulanao Campus

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 (if applicable)
26	Information Officer II	KASCB-INFO2-19-2023	15	36,619	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility/ RA 1080	Technical Competencies: 1) Provide compliance with University Policies and regulations relating to data integrity, security, and confidentiality by the staff or others authorized to access data; 2) Established any specialized operating procedures and guidelines needed to comply with University policies and regulations relating to the data integrity, security and confidentiality by users of data for which they are responsible; 3) Provide for the appropriate authorization of access to data for the staff or other individuals in the areas of authority; 4) Assure that records are maintained for individuals with delegated access; 5) Oversee implementation of and maintenance of administrative systems to assure compliance with university policies, standards, directions, and best university practices; assist the Information Officer III in the information dissemination and publication activities; 6) Prepares and seek approval and issuance of press releases and news items to print and broadcast media on University's performance, issuances and pronouncements; 7) Assist in the review of materials for publication and distribution to clients; 8) Assist in the arrangement of press conferences/ interviews with key officials; and 9) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others).	Information Unit, Bulanao Campus

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 (if applicable)
27	Information Officer III	KASCB-INFO3-20-2023	18	46,725	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	Technical Competencies: 1) Initiates and oversees the establishment of integrated strategies, plans, and programs designed to ensure that all communication and public relations efforts are cohesive, consistent, and effective in supporting the mission and advancement goals of the university; 2) Plans, develops, directs, and coordinates comprehensive communication programs, to include media, public affairs, and publications, in close collaboration with other institutional communications and/or public relations activities; 3) Provides direct and proactive advice, consultation, and assistance to leaders, as well as the University community, regarding public information matters, to include providing direct assistance in researching, providing information, and developing messages; 4) Serves as the designated spokesperson for the university and its affiliates, if applicable; 5) Coordinates surveys, evaluations, and assessments of external communications activities in order to determine the effectiveness of the university's communications plans; 6) Assures quality and appropriateness of institutional communication programs and initiatives, whether internally or externally produced; 7) Represents the University to various institutional divisions as well as externally to governmental agencies, vendors, students and their parents, and/or the general public; 8) Recommends and participates in the development of university policies and procedures; may serve on university planning and policy-making committees; * Establishes and implements short- and long-range organizational goals, objectives, strategic plans, policies, and operating procedures; monitors and evaluates programmatic and operational effectiveness and effects changes required for improvement; 9) Performs miscellaneous job-related duties as assigned; manages the University publication and website content; and 10) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Information Unit, Bulanao Campus

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 (if applicable)	
28	Information Systems Analyst II	KASCB- INFOSA2-22- 2023	16	39,672	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	Technical Competencies: 1) Ensure smooth operation of the existing Information System and core server of the university; 2) Plan and enhance existing Information System features and functions; 3) Maintain and Back-up the database of the existing Information System; 4) Develop an Information System based on the needs of the university; 5) Implement security measures for the implementation of the Information Systems of the university; 6) Conduct preventive maintenance based on a set schedule; 7) Develop and implement disaster and recovery procedures on the existing information system of the university; 8) Ensure smooth operation of the existing web-based system and core server of the university; 9) Plan and enhance the existing web-based system of the university; 10) Back-up database of the current web-based system; 11) Develop a web-based system based on the needs of the university; 12) Implement security measures to the web-based system of the university; 13) Conduct preventive maintenance based on the preventive maintenance schedule; 14) Ensure the smooth operation of the university Learning Management System (LMS); 15) Plan and enhance the LMS of the university; 16) Back-up database of the university LMS; 17) Develop and customize the university LMS; 18) Implement security measures to the university LMS; 19) Conduct preventive maintenance based on a set schedule; 20) Develop and implement disaster and recovery procedures on the web-based systems of the university; 21) Supervise the production of multimedia content based on the requirement of the faculty; 22) Lead the production of multimedia content for the instruction, advertisement, and publication of the university; 23) Plan and provide training for faculty on how to craft digital form instructional materials; 24) Serve as content editor of the multimedia content before its publication; 25) Does other jobs as directed by immediate supervisors; and 26) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others).	Information and Communications Technology Unit, Bulanao Campus

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 (if applicable)
29	Information Technology Officer I	KASCB-ITO1-23-2023	19	51,357	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	Technical Competencies: 1) Lead and Manage KSU ICT Office; 2) Provide technical advice on ICT-related concerns to the University President; 3) Oversee the ICT Office core functions (Network Backbone and Core Server Management, Information and Web enhancement/ development, Multimedia production, and Technical Support Assistance) to meet the university's needs in the areas of Instruction, Research, Extension, and Administration; 4) Establish strong ICT governance through the implementation of ICT policies, strategic planning, and practical user training; 5) Represent the university on all ICT-related concerns; 6) Manage the university acquisition of all ICT-related resources; 7) Ensure that the ICT Office is adopting the current ICT technologies in the market; 8) Ensure that the ICT resources (Hardware and Software) of the university are functional and well-maintained; 9) Does other jobs as directed by immediate supervisors; and 10) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others).	Information and Communications Technology Unit, Bulanao Campus

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 (if applicable)
30	Internal Auditor II	KASCB-IAUD2-16-2023	15	36,619	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	Technical Competencies: 1) Under general supervision, drafts audit plans for review of immediate supervisor; 2) Discusses internal audit scope and objectives with affected agency personnel before conduct of audit; 3) Performs difficult management and/or operations audit work; 4) Drafts report on the results of audit completed; 5) Discusses audit results with auditees before the draft of the report is finalized; 6) Makes appropriate recommendations based on the results of the audit; 7) Follows-up actions to determine if audit recommendations have been carried out or not; 8) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others).	Internal Audit Unit, Bulanao Campus

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 (if applicable)
31	Internal Auditor III	KASCB-IAUD3-17-2023	18	46,725	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	Technical Competencies: 1) Assess the efficiency and productivity of internal staff and make recommendations for improvement; 2) Present findings to upper management in the form of reports and presentations; 3) Determine ways to cut costs and improve profitability; 4) Lead in the discussion of internal audit scope and objectives with affected agency personnel before the conduct of audit; 5) Performs difficult management and/or operations audit work; 6) Review report on the results of audit completed; 7) Review and evaluate audit results with auditees before the draft of the report is finalized; 8) Supervise the follow-up actions made to determine if audit recommendations have been carried out or not; and 9) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others).	Internal Audit Unit, Bulanao Campus

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 (if applicable)
32	Legal Assistant II	KASCB-LEA2-12-2023	12	29,165	BS Legal Management, AB Paralegal Studies, Law, Political Science, or other allied courses	None required	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	Career Service (Professional) Second Level Eligibility	Technical Competencies: 1) Communicate with clients, gathering necessary documents and information to begin building a case; 2) Conduct all initial research and provide information to the supervisors; 3) Manage all administrative responsibilities in the legal office, including documents in paper and electronic filing systems; 4) Draft the first copy of legal documents; 5) Organize all legal documents confidentially; 6) Prepare documents, and take down minutes of legal proceedings; 7) Assist in legal research relative to various university cases; 8) Research regulations, laws, and legal articles to assist with the preparation of reports case files and legal advice; 9) Draft and proofread correspondence and legal documents such as pleadings and contracts; 10) Collect, examine, and organize data, information and other legal documents for review and case preparation; 11) Perform other functions that may be directed by the supervisors; 12) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others).	Legal Unit, Bulanao Campus

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 (if applicable)
33	Legal Assistant III	KASCB-LEA3-13-2023	14	33,843	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	1 year experience in legal work such as preparation of pleadings, legal opinions and memoranda or legal research	8 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	Career Service (Professional) Second Level Eligibility	Technical Competencies: 1) Maintain confidentiality of sensitive and confidential matters and information; 2) Maintain good public relations and provide clear spoken information via telephone and direct contact on behalf of the university and legal staff, screen requests, provide information and refer to appropriate staff or department; 3) Critically examine documents, correspondence, pleadings, and data entry for accuracy and quality; 4) Perform administrative duties, such as typing correspondence, memoranda, resolution, requests, reports, taking, transcribing general dictation and meeting minutes, filing, opening, and distributing mail; 5) Receive and coordinate Board Resolution requests from user departments, verify and route for approval; 6) Compile, organize, classify documents and legal files; Index and maintain certified Board Resolutions and minutes; 7) Assist in the maintenance and safe keep of legal documents; 8) Research regulations, laws, and legal articles to assist with the preparation of reports case files and legal advice; 9) Draft and proofread correspondence and legal documents such as pleadings and contracts; 10) Perform other functions that the supervisors may direct; 11) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Legal Unit, Bulanao Campus

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 (if applicable)
34	Planning Officer II	KASCB-PLO2-10-2023	15	36,619	Bachelor's degree relevant to the job	1 year of relevant work experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	Technical Competencies: 1) Implement Executive orders, Letters of Instructions, and Proclamations from higher authorities that are pertinent to the landholdings of the State University; 2) Facilitate the acquisition of permits, clearances, and other pertinent requirements from appropriate agencies concerning the implementation of projects; 3) Perfect the land ownership of the state university on any landholdings; 4) Assist in the implementation of technical capability programs for the heads of all Implementing units of the University about planning and decision-making; 5) Assist in monitoring and evaluation of the implementation of development plans, programs, and projects of the State University; 6) Act as alternate PBB focal person; 7) Assist in the conduct of performance review and environmental scanning of all Implementing units (IUs) of the University; 8) Provide technical assistance in the preparation of the Accomplishment report of all Implementing units of the University; 9) Assist VPs and HRMO in the implementation of Faculty and staff development programs; 10) Validate reports and documents submitted by all units about accomplishment updating and planning inputs; 11) Review PPMPs of the unit; 12) Accomplish and prepare a quarterly physical report and other accountability reports in coordination with Planning officer III; 13) Perform other duties assigned by higher authorities; and 14) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others).	Planning Unit, Bulanao Campus

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 (if applicable)
35	Planning Officer III	KASCB-PLO3-11-2023	18	46,725	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	<p>Technical Competencies: 1) Assist the President in the planning, implementation, monitoring, and evaluation of the State University academic plans and campus development; 2) Spearhead the formulation and packaging of academic, physical plans, strategic and investment plans, and proposals in coordination with the VPAF, VPRDET, and VPASD; 3) Facilitate performance review and environmental scanning of all Implementing units (IUs) of the University; 4) Design and implement technical capability programs for the heads of all Implementing units of the University about planning and decision making; 5) Monitor and evaluate physical accomplishments of the implementation of development plans, programs, and projects of the State University; 6) Act as PBB focal person; 7) Represent the University in local and regional planning sessions; 8) Provide technical assistance in the analysis, review, update, and crafting of Performance indicators that should be relevant to Key Result Areas of Instruction, Research, Extension, and Production of the University; 9) Recommend strategies for equitable distribution of resources based on the collated Programs/Projects/Activities (PPAs) of the University; 10) Act as PIPOL (Public Investment Program - Online) focal person by crafting comprehensive plan for Investment projects and activities of the University to be included in the National Programme and Government action plan; 11) Assist concerned units in organizing, and packaging programs, and project proposals for internal and external funding; 12) Provide technical assistance and necessary documents/ information pertinent to Accreditation (i.e. program accreditation, ISO, etc.); 13) Review and update the Land Use Development and Investment Plan (LUDIP) of the University; 14) Approve PPMPs of the Unit; 15) Perform data analytics on trends related to the physical accomplishments of all Implementing units of the University; 16) Perform other duties assigned by higher authorities; and 17) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others).</p>	Planning Unit, Bulanao Campus

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 (if applicable)
36	Project Development Officer II	KASCB-PDO2-7-2023	15	36,619	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	Technical Competencies: 1) Prepares and signs plans; 2) Prepare and collate RPMES; 3) Implement quality control of Infrastructure projects; 4) Prepares Terms of reference, PERT/CPM, Technical specifications, and Program of Works of Infrastructure projects; 5) Assist in the acquisition of permits and clearance relevant to the implementation of Infrastructure projects (building permits, occupancy permits, ECC); 6) Assist in the conduct of regular ocular inspection and inventory of needs and developments of satellite campuses, landholdings, experimental sites, production sites, demonstration sites, etc. of the State University; 7) Perform survey, data gathering and field works necessary in the preparation of building plans and estimates; 8) Facilitate updates of material pricing, prevailing labor and equipment costs, mark-ups and taxes relevant to the Infrastructure projects; 9) Coordinate with the DPWH for checking and concurrence of the program of works; 10) Establish and keep updated on the database system of Infrastructure projects; 11) Perform other duties assigned by higher authorities; and 12) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Project Management Unit, Bulanao Campus

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 (if applicable)
37	Project Development Officer III	KASCB-PDO3-6-2023	18	46,725	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	Technical Competencies: 1) Facilitate the implementation of infrastructure projects of the University; 2) Prepare and submit periodic maintenance program of the State University; 3) Provide technical assistance and necessary information relevant to the physical plant and facilities during accreditation of curricular programs; 4) Prepares and signs building plans; 5) Review and evaluate a program of works, bid documents, time extension, and change/variation orders; 6) Facilitate acquisition of permits and clearance relevant to the implementation of Infrastructure projects (building permits, occupancy permits, ECC); 7) Craft and submit Infrastructure proposals according to LUDIP; 8) Address input requirements of other agencies relative to the implementation of infrastructure projects; 9) Review technical documents relative to Infrastructure projects (i.e., terms of reference, the scope of works, technical specifications); 10) Review reports and needed requirements (i.e., COA, RPMES); 11) Facilitate the conduct of the Contractor's Performance and Evaluation System (CPES) of Infrastructure Projects; 12) Initiate measures on the protection of watershed resources within the State University landholdings in coordination with appropriate units of the State University; 13) Conduct regular ocular inspection and inventory of needs and developments of satellite campuses, landholdings, experimental sites, production sites, demonstration sites, etc. of the State University; 14) Prepares status reports of infrastructure projects; 15) Monitor and oversee appropriate execution of Infrastructure work (i.e. workmanship, quality control, pouring permits); 16) Recommend necessary issuances and notices to the contractor relevant to contract implementation; 17) Provide technical assistance on the review of bid documents (post-qualification, arithmetic bid evaluation); 18) Develop monitoring guidelines, tools, and reporting systems concerning the implementation of infrastructure projects; 19) Review billing documents (i.e. accomplishment report, monthly certificate of progress, etc.); 20) Perform other duties assigned by higher authorities; and 21) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Project Management Unit, Bulanao Campus

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 (if applicable)
38	Supervising Administrative Officer	KASCB-SADOF-30-2023	22	71,511	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	Technical Competencies: 1) Assists the Chief in planning, organizing, directing, supervising, and conduct of various activities and functions of the Finance Division relating to support services to operations; 2) Assists in the implementation of existing university policies, rules, and policies of CSC, CHED, COA, DBM, and other agencies affecting the division; 3) Assist the Accountant in the overall supervision and review of the activities of the Accounting Unit and staff involved in the processing of financial claims, recording of financial transactions and preparation of financial reports to be submitted to oversight agencies; 4) Provide technical assistance and close coordination with the concerned accounting staff on the preparation of necessary documents for the deliberation of KSU budget proposal; 5) Review and ensure that the University's Memorandum of Agreements with other parties are in accordance with government budgeting, accounting and auditing rules and regulations; 6) Review and provide comments on the draft office order, memorandum circular, memorandum of agreement and other issuances; 7) Certification of Disbursement Vouchers as to cash availability, completeness of supporting documents, and propriety of the amount claimed based on the Special Order from higher authorities; 8) Act on the compliance to audit findings and recommendations on finance concerns; 9) Compliance with reporting requirements of the Bureau of Internal Revenue such as monthly remittances and annual reports, filing of tax returns through Electronic Filing Payment System, etc; 10) Monitoring compliance to Notices of Disallowance and Suspension issued by the Commission on Audit; 11) Provide technical assistance to offices, colleges, servicing units, satellite campuses, and special projects on financial concerns; 12) Assists in the preparation of various reports as required by DBM, CSC, CHED, COA, and other agencies; 13) Assist in the supervision and review of relevant financial transactions including issues that may arise from depository banks; 14) Assist in the implementation of the management control system to ensure efficient and effective use of the institution's physical resources, facilities, equipment, properties, and manpower services; 15) Review existing operational mechanisms and come up with an appropriate recommendation for improvements on procedures for Budgeting, Internal Control Unit and Accounting Management; 16) Perform other related functions that may be assigned to him by higher authorities; and 17) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Finance Services, Bulanao Campus

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 (if applicable)
39	Supervising Administrative Officer	KASCB-SADOF-29-2023	22	71,511	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	Technical Competencies: 1) Assists the Chief in planning, organizing, directing, supervising, and conduct of various activities and functions of the Administrative Division relating to support services to operations; 2) Assists in the implementation of existing university policies, rules, and policies of CSC, CHED, COA, DBM, NAP, and other agencies affecting the division; 3) Assists in the preparation of documents for PRIME HRM, Citizens Charter in compliance with RA 11032-Ease of Doing Business and other important reports; 4) Assists in the preparation of various reports as required by DBM, CSC, CHED, ARTA, COA, NAP, and other agencies; 5) Assist in the supervision and review of the collection, deposits and other financial transactions including issues that may arise from depository banks; 6) Assist in the implementation of management control system to ensure efficient and effective use of the institution's physical resources, facilities, equipment, properties, and manpower services; 7) Assist in the recording and archiving actions in classifying/ appraising official records, inventory and disposition of documents; 8) Review existing operational mechanisms and come up with appropriate recommendation for improvements on procedures for Cashiering Management, General Services, Human Resource/ Personnel Management, Procurement Management, Records and Archive Managements, and Supply and Property Management; 9) Reviews and recommends approval on the procurement of office equipment, furniture, supplies and materials including services of units under the division; 10) Review and recommends needed actions on periodic inventory of supplies and property; 11) Review and evaluate certifications, Service Record, Monetization and retirement documents; 12) Reviews and signs referendum for scholarship, attendance to trainings/conferences and seminars; 13) Conduct periodic ocular inspection of frontline services in the university and submit recommending actions to concerned committees; 14) Perform other related functions that may be assigned to him by higher authorities; and 15) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others).	Administrative Services, Bulanao Campus

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter, arranged and properly labeled/tabbed, in three (3) copies, and send them to the address below not later than

1. **Letter of Intent** addressed to the University President, duly signed, *original copy* (kindly indicate the specific Position Title and Item Number you wish to apply);
2. **Personal Data Sheet (PDS)**, *original copy*, with recent passport-sized picture (CS Form No. 212, Revised 2017), including **Work Experience Sheet**, if applicable, duly signed and certified. Forms can be downloaded at
3. *Photocopy of Performance ratings (IPCR) for the last two (2) rating periods* from the current/ previous employer. Applicants from private agencies shall **submit similar or equivalent performance ratings**;
4. *Photocopy of Service Records/ Certificate(s) of Employment* from current/ previous employer, **Contract of Service, or MOA/MOU**, whichever is/are applicable;
5. *Photocopy of Proofs of Outstanding Accomplishments/ Meritorious Accomplishments*;
6. *Photocopy of scholastic/academic records such as but not limited to Transcript of Records (TOR) and Diploma*, including **graduate and post-graduate units/studies**, if applicable;
7. *Photocopy of Certificate(s) of eligibility/rating/license*, updated and duly authenticated by the issuing agency;
8. *Photocopy of Certificates of Participation to Trainings/Seminars attended*, arranged according to date from recent to past, which must be relevant to the job descriptions of the position; and
9. **Checklist of Requirements and Omnibus Sworn Statement** on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy consent pursuant to RA No. 10173 or the Data Privacy Act of 2012, notarized by the authorized official (pdf format is downloadable at: <https://ksu.edu.ph/job-vacancy/checklist-requirements-and-oss>).

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 (if applicable)	

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

EDUARDO TACLAWAN BAGTANG, DBM
SUC President III
Kalinga State University-Main Campus,
National Highway, Purok 6, Bulanao, Tabuk City,
Kalinga
hrmmail@ksu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.