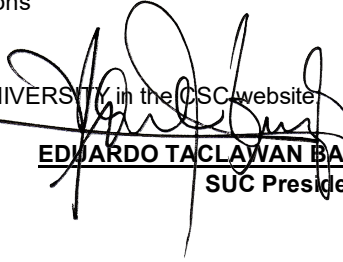


Republic of the Philippines  
**KALINGA STATE UNIVERSITY**  
Request for Publication of Vacant Positions

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



**EDUARDO TAclAWAN BAGTANG, CPA, DBM**  
SUC President III

Date: **August 14, 2023**

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experienc e	Eligibility		Competency (if applicable)
1	Administrative Assistant III	KASCB-ADAS3-56-2023	09	21,211.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	<b>Technical Competencies:</b> 1) Serves as Administrative Assistant to the Office of the President by providing or overseeing reception services (attending or catering to the needs of the office guests/visitors/clients); 2) Maintain the supervisor's calendar; 3) Record and disseminate correspondences, reports, and other documents prepared by supervisors; 4) Organize and maintain paper and electronic filing systems initiating recurring administrative processes; 5) Prepare vouchers and requisitions; 6) Does other jobs as directed by immediate supervisors; 7) Facilitates the implementation of Client Satisfaction Survey to every client served for records keeping purposes and further analysis; 8) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Support Staff Unit/ Office of the President
2	Administrative Assistant II (Disbursing Officer II)	KASCB-ADAS2-8-2023	08	19,744.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	<b>Technical Competencies:</b> 1) Prepares checks or ADA of various payees for disbursement vouchers; 2) Prepares reports of checks and ADA issued, transmits to the accounting office and file the same; 3) Prepares report of accountable form for checks; 4) Monitors the inventory of checks, prepares request for check books, and claims the same from bank; 5) Maintains checks and ADA disbursement records; 6) Takes custody of disbursement vouchers, stamps "PAID" of all paid disbursement vouchers and transmits the same to the accounting office; 7) Prepares purchase requests and monitors procurement concerns of the office 8) Maintains records of cancelled checks and "borrowed" vouchers; 9) Releases checks to suppliers, employees and other payees, upon instruction of the Cashiering Unit Head; 10) Prepares minutes of meeting during the meetings of Cashiering Unit; 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)	Rizal Campus
3	Administrative Aide VI (Clerk III)	KASCB-ADA6-42-2023	06	17,553.00	Completion of two-year studies in college	None Required	None Required	Career Service Sub-Professional (First Level Eligibility)	<b>Technical Competencies:</b> Provisions of clerical support and performance of the functions of an administrative aide as follows: 1) Record administrative meetings and keep track of appointments, distribute reports/publications, schedule meetings and manage correspondences; 2) Maintain an accounting database, ensuring that records are complete and current; 3) Compile and maintain records and office transactions; 4) Operate office equipment including computers, printers, copiers, fax machine, and multimedia instruments; 5) Gather and organize e-mails, communications, and correspondences; 6) Do messengerial work and other clerical jobs; 7) Facilitates the implementation of Client Satisfaction Survey to every client served for records keeping purposes and further analysis; 8) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and	Accounting Unit/ Finance and Management Office

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 **August 24, 2023 (Thursday) at 5 PM**. Applicants are advised to bring original copies of their documents while submitting their application portfolio for validation by the Secretariat of the HRMPSB.

1. **Letter of Intent** addressed to the University President, *original copy*, duly signed (*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 <https://csc.gov.ph/downloads/category/223-csc-form-212-revised-2017-personal-data-sheet>;
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.

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

**EDUARDO TACLAWAN BAGTANG, CPA, DBM**  
**SUC President III**

**Kalinga State University-Main Campus, Purok**  
**6, Bulanao, Tabuk City, Kalinga**

**[hrmomail@ksu.edu.ph](mailto:hrmomail@ksu.edu.ph)**

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

