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 VI

Date: August 18, 2023

	Position Title	Plantilla Item	Salary/	Monthly				Qualification	Standards	
NO.	(Parenthetical Title, if applicable)	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
	Accountant I	KASCB-A1-4- 2023	12	29,165	Bachelor's degree in Commerce/ Business Administration major in Accounting/ BS Accountancy	None required	None required	(Certified Public Accountant)	Technical Competencies: 1) Implements existing accounting and auditing rules and regulations; 2) Maintains financial records and ensures that financial transactions are properly recorded; 3) Prepares financial reports and statements such as Bank Reconciliation Statements, Work and Financial Plan; and budget proposal of the Accounting Division; 4) Consolidate financial statements from all units; 5) Review the computation of excess loads of teaching personnel; 6) Consolidate special budget reports; 7) Prepare withholding tax certificates for various suppliers (BIR Form No. 2306 & 2307); 8) Prepare BIR Form No. 2316 for employees and submits withholding taxes through EFPs for Fund 101, Fund 161, B 164, Special Projects and CVARRD; 9) Prepare Alpha list (1604-CF); 10) Prepares salary index of employees; 11) Generates the Monthly Trial Balance from the eNGAS; 12) Prepare Statement of NCA/NTA Received, Utilization and Balances, Quarterly Balance Sheet, Statement of Income and Expenses, Government Equity, and Report of Income; 13) Prepares the Year End Statement of Cash Flows, Breakdown of Expenses, Comparative BS/IS, Cash Flows, and Notes to Financial Statements; 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)	Accounting Unit, Finance Services, Bulanao Campus

	Position Title	Plantilla Item	Salary/	Monthly				Qualification	Standards	
No.	(Parenthetical Title, if applicable)	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
2	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	(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: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Accounting Unit, Dagupan Campus

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No.	(Parenthetical Title, if applicable)	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
3	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	(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: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	

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NO.	(Parenthetical Title, if applicable)	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
4	Administrative Officer I	KASCB- ADOF1-13- 2023	10	23,176	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Technical Competencies: 1) Shall be tasked for the maintenance of the cleanliness of all school facilities such as classrooms, halls, walkways, and other facilities; 2) Assists in the submission of reports to higher authorities where such reports are necessary; 3) Shall be in-charge with greening and planting of flowers for beautification; 4) Assists in the consolidation and submission of quarterly accomplishment reports; 5) Shall be in-charge with the sanitation of all buildings, grounds, canals, parks, comfort rooms and other facilities of the University; 6) Act promptly for emergency repair on reports of damage facilities; 7) Lead 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

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No.	(Parenthetical Title, if applicable)	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
5	Administrative	KASCB-	10	23,176	•	None required	None required	Career Service	Technical Competencies: 1) Directs, supervises, and manages all records and	Records and
	Officer I (Records	ADOF1-16-			relevant to the job			(Professional)	archiving activities of the Campus; 2) Provides administrative support in planning,	Archive Unit,
	Officer I)	2023						Second Level	formulating, and implementing a records management and archival administration	Dagupan Campus
								Eligibility	program for the efficient creation, utilization, maintenance, retention, storage,	
									preservation, conservation, and disposal of public records including the adoption of	
									security measures and vital records protection program for the Campus; 3) Provides	
									administrative support for knowledge management activities which includes	
									coordination with other units within the organization for capturing the knowledge of	
									employees that should be shared and retained within the Campus; 4) Prepares	
									documents for meetings and presentations during knowledge-sharing sessions and	
									related activities; 5) Shares and communicates information about records	
									management, procedures, and policies; 6) Ensures that the Records unit is	
									organized to find specific documents easily; 7) Develops and maintains an efficient	
									records system of the Campus; 8) Takes charge of the proper disposal of records	
									and documents; 9) Authenticates copies of documents in the possession of the unit;	
									10) Assumes full responsibility for the custody and safekeeping of official records	
									and documents; 11) Perform other related functions that may be assigned to	
									him/her 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)	
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NO.	(Parenthetical Title, if applicable)	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
6	Administrative Officer I (Records Officer I)	KASCB- ADOF1-14- 2023	10	23,176	Bachelor's degree relevant to the job	None required	None required	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) Provides administrative support in planning, formulating, and implementing a records management and archival administration program for the efficient creation, utilization, maintenance, retention, storage, preservation, conservation, and disposal of public records including the adoption of security measures and vital records protection program for the University; 3) Provides administrative support for knowledge management activities which includes coordination with other units within the organization for capturing the knowledge of employees that should be shared and retained within the University; 4) Assists in preparing documents for meetings and presentations during knowledge-sharing sessions and related activities; 5) Shares and communicates information about records management, procedures, and policies; 6) Ensures that the Records unit is organized to find specific documents easily; 7) Assists in the development and maintenance of an efficient records system; 8) Takes charge of the proper disposal of records and documents; 11) Perform other related functions that may be assigned to him/her 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)	Records and Archive Unit, Administrative Services, Bulanao Campus

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No.	(Parenthetical Title, if applicable)	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
7		KASCB-		-	Education Bachelor's degree relevant to the job	J	•	Eligibility Career Service (Professional) Second Level Eligibility	Technical Competencies: 1) Directs, supervises, and manages all records and archiving activities of the Campus; 2) Provides administrative support in planning,	Records and Archive Unit, Rizal Campus

	Position Title	Plantilla Item	Salary/	Monthly				Qualification	n Standards	
NO.	(Parenthetical Title, if applicable)	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
8	Administrative Officer I (Supply Officer I)	KASCB- ADOF1-17- 2023	10	23,176	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Technical Competencies: 1) Directs, supervises, and manages all supply and property management activities of the Campus; 2) Takes charge of the Supplies and Materials Management Section of the Campus; 3) Takes charge of the Property, Plant, and Equipment Management Section of the Campus; 4) Takes charge of the Inventory and Disposal Management Section of the Campus; 5) Supervise the accounting for all office equipment and supplies, assumes full custodianship of all property records, and oversee the conduct of periodic inventories; 6) Supervises the conduct of annual physical inventory of PPE, equipment, renders reports of losses and imperishable equipment, and manages disposal thereof; 7) Act on COA audit and observations findings including other procurement issues of the University; 8) Receives, inspects, and accepts deliveries of supplies and materials from various suppliers and service providers, as delegated by Main SPMO; 9) Prepares Inspection and Acceptance Reports, Inventory Custodian Slips, and Disbursement Vouchers; 10) Arranges supplies and materials inside the warehouse or stockroom; 11) Issues supplies and materials to various end-users through RIS; 12) Post receipts and issuances in the stock card and the KSU Inventory System; 13) Reports and prepares a list of missing properties during the actual inventory; 14) Prepares Inspection and appraisal of unserviceable properties for disposal; 16) Act as Secretariat in the conduct of bidding procedure for disposal of unserviceable properties; 17) Perform other related functions that may be assigned to him/her by higher authorities; and 18) 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, Dagupan Campus

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NO.	(Parenthetical Title, if applicable)	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
9	Administrative Officer I (Supply Officer I)	KASCB- ADOF1-19- 2023	10	23,176	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	· · · ·	Supply and Property Management Unit, Rizal Campus

	Position Title	Plantilla Item	Salary/	Monthly				Qualification	1 Standards	
NO.	(Parenthetical Title, if applicable)	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
10	Administrative Officer I (Supply Officer I)	KASCB- ADOF1-15- 2023	10	23,176	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Technical Competencies: 1) Takes charge of the Supplies and Materials Management of the Unit; 2) Receives, inspects, and accepts deliveries of supplies and materials from various suppliers and service providers; 3) Prepares Inspection and Acceptance Reports, Inventory Custodian Slips, and Disbursement Vouchers; 4) Arranges supplies and materials inside the warehouse or stockroom; 5) Issues supplies and materials to various end-users through RIS; 6) Post receipts and issuances in the stock card and the KSU Inventory System; 7) To perform document management, filing, scanning, and data entry to the system; 8) Monitors performance of suppliers and satisfaction of management and staff on procured resources for feedback to suppliers towards continuous improvement; 9) Take charge of the Inventory and Disposal Management of the Unit; 10) Conducts annual physical inventory for PPE; 11) Reports and prepares a list of missing properties during the actual inventory; 12) Prepares Property Transfer Report from one end user to another; 13) Conducts and prepares inspection and appraisal of unserviceable properties for disposal; 14) Act as Secretariat in the conduct of bidding procedure for disposal of unserviceable properties; 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)	Supply and Property Management Unit, Administrative Services, Bulanao Campus

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11	Administrative	KASCB-	11	27,000	Bachelor's degree	None required	None required	Career Service	Technical Competencies: 1) Prepare draft letters, memoranda, and other	Accounting Unit,
	Officer II	ADOF2-32-			relevant to the job			(Professional)	communications assigned by the immediate supervisor(s); 2) Prepares Project	Finance Services,
		2023						Second Level	Procurement Management Plan of the Accounting Division; 3) Reconciles	Bulanao Campus
								Eligibility	Subsidiary Ledgers of Property Plant and Equipment account vis-a-vis actual	
									inventory; 4) 5) Updates status of compliance to Commission on Audit Findings; 6)	
									Prepares Statement of Donations in Kind; 7) Prepares Statement of Unliquidated	
									Cash Advances; 8) Process and review financial transactions such as Contracts,	
									Memorandum of Agreements, Purchase Orders and APRs/AORs, and Claims of	
									External Creditors complied with the existing budgeting, accounting, and auditing	
									rules and regulations to avoid Audit Observation Memorandum (AOM), Suspension	
									and Disallowance; 9) Provide technical assistance regarding the processing of	
									Purchase Orders, Contracts, and Memorandum of Agreements pursuant to the	
									Government Procurement Reform Act (RA 9184); 10) Review and process payrolls	
									and other Personal Services (PS) as to validity, accuracy, and completeness of	
									supporting documents; 11) Maintain monthly indexing of salaries and deductions	
									based on payroll and actual services rendered by employees; 12) Review and	
									process remittances of payroll deductions; 13) Prepare certificate of mandatory	
									deduction as per request of employees; 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)	

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12	Administrative Officer II	KASCB- ADOF2-31- 2023	11	27,000	Bachelor's degree relevant to the job	None required	None required		Technical Competencies: 1) Oversee the daily operations of the Quality Assurance Office; 2) Ensure all services provided by the agency meet the standards prescribed by management and customer feedback; 3) Make sure that all output meets government standards, policies, and regulations; 4) Assist in the implementation of quality assurance system documents; 5) Develop quality meeting agendas, type and distribute meeting minutes; 6) Organize, conduct, and participate in quality assurance activities; 7) Serve as a technical lead reviewer on several department orders and other functional areas procedures in preparation for conformance assessment; 8) Perform routine duties required for QMS; 9) Perform other duties assigned by higher authorities; and 10) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Campus

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NO.	(Parenthetical Title, if applicable)	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
13	Administrative Officer II (Budget Officer I)	KASCB- ADOF2-33- 2023	11	27,000	Bachelor's degree relevant to the job	None required	None required	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) Implements budgeting and financial record-keeping procedures to ensure efficient coordination of various department grants, and designated accounts; 4) Maintains accurate information regarding financial status; 5) Advises superiors regarding financial decisions; 6) Assist supervisor and department heads with allotment and expense projections; 7) Prepares a variety of operational and financial reports and spreadsheets; 8) Prepare Obligation Requests, vouchers and other budgetary documents; 9) Conduct relevant research on applicable budgetary rules, regulations, and issuances and ensure proper dissemination of outputs and any recommendations; 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)	

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14	Administrative Officer II (Human Resource Management Officer I)	KASCB- ADOF2-34- 2023	11	27,000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	personnel activities; 2) Interpret laws, rules, and regulations, policies to prevailing	
									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)	

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15	Administrative Officer II (Human Resource Management Officer I)	KASCB- ADOF2-35- 2023	11	27,000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	personnel activities; 2) Interpret laws, rules, and regulations, policies to prevailing	
									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)	

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16	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	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 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 redesignations of the Campus Sub-BAC, BAC Secretariat, and TWG to ensure a smooth procurement training and capacity development activities; 14) Act on COA audit and observations findings including other procurement	Procurement Unit, Dagupan Campus

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17	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	personnel; 4) Assists in the consolidation and submission of quarterly	

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18	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	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; 8) Assesses the completeness of documents and forms, prepares bidding sdocuments, 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 meetings and resolutions of the BAC; 12) Transacts with the PhilGEPS on behalf of the DAC; 9A Advertises and ereort; 15) Assists in the compliance and enforcement of the university's procurement policies and procedures, i.e., ensure	Procurement Management Unit, Administrative Services, Bulanao Campus

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19	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	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 APCP1 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 processing of the incentives of BAC and 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 praces; 13) Recommends to the appropriate training committee that procurement percoursement praces, BAC and the TWG committee of the Campus Sub	Procurement Unit, Rizal Campus

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Administrative	KASCB-	14	33,843	Bachelor's degree	1 year of	4 hours of		· · · · ·	Cash Unit,
Officer III (Cashier	ADOF3-20-			relevant to the job	relevant	relevant			Administrative
II)	2023				experience	training			Services, Bulanao
									Campus
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								(agency meeting, NOULA meeting, and others)	
	(Parenthetical Title, if applicable) Administrative Officer III (Cashier	Parenthetical Title, if applicable)Plantilla Item No.AdministrativeKASCB-Officer III (CashierADOF3-20-	Plantilla Item applicable)Job/ Pay GradeAdministrativeKASCB-14Officer III (CashierADOF3-20-	(Parenthetical Title, if applicable)Plantilla Item No.Job/ Pay GradeMonthly SalaryAdministrativeKASCB-1433,843Officer III (CashierADOF3-20-	(Parenthetical Title, if applicable)Plantilla Item No.Job/ Pay GradeMonthly SalaryEducationAdministrativeKASCB-1433,843Bachelor's degree relevant to the job	Plantilla Item applicable)Job/ Pay SolMonthly SalaryEducationTrainingAdministrativeKASCB-1433,843Bachelor's degree1 year of relevant to the jobOfficer III (CashierADOF3-20	(Parenthetical Title, if applicable)Plantilla Item No.Job/ Pay GradeMonthly SalaryEducationTrainingExperienceAdministrativeKASCB-1433,843Bachelor's degree1 year of4 hours ofOfficer III (CashierADOF3-20	(Parenthetical Title, if applicable)Plantilia item No.Job/ Pay GradeMonthly SalaryEducationTrainingExperienceEligibilityAdministrative Officer III (Cashier II)KASCB- ADOF3-20- 20231433,843Bachelor's degree relevant to the job1 year of relevant experience4 hours of relevant trainingCareer Service (Professional) Second Level Eligibility	Plantilia Item applicable)Job/ Pay GradeMonthly SalaryEducationTrainingExperienceEligibilityCompetency(if applicable)AdministrativeKASCB- Officer III (Cashier II)1433,843Bachelor's degree relevant to the job1 year of relevant experience4 hours of relevant trainingCareer Service (Professional) Second LevelTechnical Competencies: 1) Assist Administrative Officer V in the overall supervision of the collection function of the University; 2) Lead Officer for the deposit experience

	Position Title	Plantilla Item	Salary/	Monthly				Qualification	n Standards	
	(Parenthetical Title, if applicable)	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
21	Administrative	KASCB-	14	33,843	Bachelor's degree	1 year of	4 hours of	Career Service	Technical Competencies: 1) Assist in the overall supervision of the collection	Cash Unit,
	Officer III (Cashier	ADOF3-25-			relevant to the job	relevant	relevant	(Professional)	function of the Campus; 2) Supervise and direct activities of the staff relating to	Dagupan Campus
	II)	2023				experience	training	Second Level	collection, deposits, and other financial transactions; 3) Responsible for the custody	
								Eligibility	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)	

	Position Title	Plantilla Item	Salary/	Monthly				Qualification	n Standards	
No.	(Parenthetical Title, if applicable)	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
22	Administrative	KASCB-	14	33,843	Bachelor's degree	1 year of	4 hours of	Career Service	Technical Competencies: 1) Assist in the overall supervision of the collection	Cash Unit, Rizal
	Officer III (Cashier	ADOF3-27-			relevant to the job	relevant	relevant	(Professional)	function of the Campus; 2) Supervise and direct activities of the staff relating to	Campus
	II)	2023				experience	training	Second Level	collection, deposits, and other financial transactions; 3) Responsible for the custody	
								Eligibility	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)	

	Position Title	Plantilla Item	Salary/	Monthly				Qualification	n Standards	
No.	(Parenthetical Title, if applicable)	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
23	Administrative	KASCB-	14	33,843	Bachelor's degree	1 year of	4 hours of	Career Service	Technical Competencies: 1) Assists in directing, supervising, and managing all	Records and
	Officer III	ADOF3-23-			relevant to the job	relevant	relevant	(Professional)	records and archiving activities of the University, whether in the Main Campus or	Archive Unit,
	(Records Officer	2023				experience	training		satellite campuses; 2) Develops and maintains the University's electronic record	Administrative
	II)							0,	management system; 3) Assists in the establishment and maintenance of an active	Services, Bulanao
									continuing program for management preservation and disposition of records using a	Campus
									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)	
									KSUEA meeting, and others)	

	Position Title	Plantilla Item	Salary/	Monthly				Qualification	n Standards	
	(Parenthetical Title, if applicable)	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
24	Administrative	KASCB-	14	33,843	Bachelor's degree	1 year of	4 hours of	Career Service	Technical Competencies: 1) Take charge of the Property, Plant, and Equipment	Supply and
	Officer III (Supply	ADOF3-24-			relevant to the job	relevant	relevant	(Professional)	Management Section of the Unit; 2) Receives, inspect, and accept deliveries of	Property
	Officer II)	2023				experience	training	Second Level	property, plant, and equipment from various suppliers; 3) Prepares Inspection and	Management Unit,
								Eligibility	Acceptance Reports, Inventory Custodian Slips, Property Acknowledgement	Administrative
									Receipt, and Disbursement Vouchers; 4) Arranges equipment in the storage or pick-	Services, Bulanao
										Campus
									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)	

	Position Title	Plantilla Item	Salary/	Monthly				Qualification	n Standards	
No.	(Parenthetical Title, if applicable)	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
25	Administrative	KASCB-	15	36,619	Bachelor's degree	1 year of	4 hours of	Career Service	Technical Competencies: 1) Ensures and maintains safety, peace, and order in	General Services
	Officer IV	ADOF4-37-			relevant to the job	relevant	relevant	(Professional)	the university; 2) Schedules the time of duty of all security guards in the university,	Unit,
		2023			-	experience	training	Second Level	including identifying security posts subject to approval by concerned officials; 3)	Administrative
								Eligibility	Accomplishes Quarterly Disposition Report to be submitted at PNP; 4) Supervises,	Services, Bulanao
									monitors, and accomplishes Individual Performance Evaluation of the personnel	Campus
									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).	
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	Position Title	Plantilla Item	Salary/	Monthly				Qualification	ı Standards	
	(Parenthetical Title, if applicable)	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
26	Administrative	KASCB-	15	36,619	Bachelor's degree	1 year of	4 hours of	Career Service	Technical Competencies: 1) Implements existing budgeting rules and regulations,	Budget Unit,
	Officer IV (Budget	ADOF4-39-			relevant to the job	relevant	relevant	(Professional)	i.e., financial policies regarding control of allotments, expenditures, and collection of	Finance Services,
	Officer II)	2023				experience	training		revenues from the various department of the University; 2) Assist in the preparation	Bulanao Campus
								Eligibility	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)	

	Position Title	Plantilla Item	Salary/	Monthly				Qualification	n Standards	
	(Parenthetical Title, if applicable)	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
27	Administrative	KASCB-	15	36,619	Bachelor's degree	1 year of	4 hours of	Career Service	Technical Competencies: 1) Supervises and coordinates the activities of the	Budget Unit,
	Officer IV (Budget	ADOF4-41-			relevant to the job	relevant	relevant		Campus budget and fiscal staff; 2) Implements existing budgeting rules and	Dagupan Campus
	Officer II)	2023				experience	training		regulations, i.e., financial policies regarding control of allotments, expenditures, and	
								0, 1	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, Baccalaureate, and others), and attend	
									meetings (agency meeting, KSUEA meeting, and others)	

	Position Title	Plantilla Item	Salary/	Monthly				Qualification	n Standards	
NO.	(Parenthetical Title, if applicable)	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
28	Administrative	KASCB-	15	36,619	Bachelor's degree	1 year of	4 hours of	Career Service	Technical Competencies: 1) Supervises and coordinates the activities of the	Budget Unit, Rizal
	Officer IV (Budget	ADOF4-43-			relevant to the job	relevant	relevant	(Professional)	Campus budget and fiscal staff; 2) Implements existing budgeting rules and	Campus
	Officer II)	2023				experience	training	Second Level	regulations; 3) Participates in the preparation of annual, supplemental, and special	
								Eligibility	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)	

	Position Title	Plantilla Item	Salary/	Monthly				Qualification	n Standards	
No.	(Parenthetical Title, if applicable)	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
29	Administrative	KASCB-	15	36,619	Bachelor's degree	1 year of	4 hours of	Career Service	Technical Competencies: 1) Coordinates and supervises overall aspects of	Human Resource
	Officer IV (Human	ADOF4-40-			relevant to the job	relevant	relevant	(Professional)	personnel activities of the Campus; 2) Interpret laws, rules, and regulations, policies	Management Unit,
	Resource	2023				experience	training	Second Level	to prevailing problems pertinent to a personnel action; 3) Directs/ participates in the	Dagupan Campus
	Management							Eligibility	review of action on personnel matters in conformance with the legal requirements of	
	Officer II)								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).	

	Position Title	Plantilla Item	Salary/	Monthly				Qualification	ı Standards	
No.	(Parenthetical Title, if applicable)	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
30	Administrative	KASCB-	15	36,619	Bachelor's degree	1 year of	4 hours of	Career Service	Technical Competencies: 1) Coordinates and supervises overall aspects of	Human Resource
	Officer IV (Human	ADOF4-38-			relevant to the job	relevant	relevant	(Professional)	personnel activities; 2) Interpret laws, rules, and regulations, policies to prevailing	Management Unit,
	Resource	2023				experience	training		problems pertinent to a personnel action; 3) Directs/participates in the review of	Administrative
	Management							Eligibility	· · ·	Services, Bulanao
	Officer II)									Campus
									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).	
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	Position Title	Plantilla Item	Salary/	Monthly				Qualification	n Standards	
NO.	(Parenthetical Title, if applicable)	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
31	Administrative	KASCB-	15	36,619	Bachelor's degree	1 year of	4 hours of	Career Service	Technical Competencies: 1) Coordinates and supervises overall aspects of	Human Resource
	Officer IV (Human	ADOF4-42-			relevant to the job	relevant	relevant	(Professional)	personnel activities; 2) Interpret laws, rules, and regulations, policies to prevailing	Management Unit,
	Resource	2023				experience	training		problems pertinent to a personnel action; 3) Directs/participates in the review of	Rizal Campus
	Management							Eligibility	action on personnel matters in conformance with the legal requirements of the	
	Officer II)								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)	

	Position Title	Plantilla Item	Salary/	Monthly				Qualification	n Standards	
	(Parenthetical Title, if applicable)	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
<mark>No.</mark> 32	(Parenthetical Title, if applicable) Administrative Officer V		Job/ Pay Grade 18	-	Education Bachelor's degree relevant to the job	Training 2 years of relevant experience	Experience 8 hours of relevant training		Competency (if applicable) 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	Place of Assignment General Services Unit, Administrative Services, Bulanao Campus
									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).	

	Position Title	Plantilla Item	Salary/	Monthly				Qualification	ı Standards	
No.	(Parenthetical Title, if applicable)	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
33	Administrative	KASCB-	18	46,725	Bachelor's degree	2 years of	8 hours of	Career Service	Technical Competencies: 1) Ensures that quality policy is established and quality	Quality Assurance
	Officer V	ADOF5-1-			relevant to the job	relevant	relevant	(Professional)	is pursued at all levels of the University; 2) Responsible for the planning,	Unit, Bulanao
		2023			-	experience	training		implementing, and maintaining an operational process for continual improvement of	
									the established Quality Management System (QMS); 3) Formulate, recommend and	
1									execute well-organized and directed work programs of the office in line with the	
1									goals and objectives of the University; 4) Ensure the sustained implementation of	
1									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)	

	Position Title	Plantilla Item	Salary/	Monthly				Qualification	n Standards	
No.	(Parenthetical Title, if applicable)	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
<mark>Nо.</mark> 34	(Parenthetical Title, if		Job/ Pay	Monthly Salary 46,725	Education Bachelor's degree relevant to the job	Training 2 years of relevant experience	Experience 8 hours of relevant training	Eligibility Career Service (Professional) Second Level Eligibility	Competency (if applicable) Technical Competencies: 1) Actively assist in planning, implementing, supervising, controlling, and evaluating both the academic and administrative programs, projects, and	Place of Assignment Support Staff Unit/ Office of the Chancellor of Dagupan Campus
									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)	

	Position Title	Plantilla Item	Salary/	Monthly				Qualification	n Standards	
NO.	(Parenthetical Title, if applicable)	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
35	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	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	Support Staff Unit/ Office of the Chancellor of Rizal Campus
									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 AACCUP 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)	

	Position Title	Plantilla Item	Salary/	Monthly				Qualification	n Standards	
No.	(Parenthetical Title, if applicable)	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
36	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	Supply and Property Management Unit, Administrative Services, Bulanao Campus
									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)	

N	Position Title	Plantilla Item	Salary/	Monthly				Qualification	ı Standards	
	(Parenthetical Title, if applicable)	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
37	Attorney IV	KASCB-ATY4- 14-2023	23	80,003	Bachelor of Laws	2 years of relevant experience	8 hours of relevant training		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: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others).	Legal Unit, Bulanao Campus

	Position Title	Plantilla Item	Salary/	Monthly				Qualification	1 Standards	
NO.	(Parenthetical Title, if applicable)	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
38	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	arrangements for the conduct of Board Meetings, Board Committee meetings, and Academic and Administrative Council meetings; 2) Assist the Board Secretary V in	Office of the University Board Secretary, Bulanao Campus

	Position Title	Plantilla Item	Salary/	Monthly				Qualification	1 Standards	
NO.	(Parenthetical Title, if applicable)	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
39	Information Officer	KASCB- INFO1-18- 2023	11	27,000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Technical Competencies: 1) Assist in the production and dissemination of information; 2) Compile data and analyzes information from clients' concerns; 3) Support the program/information team in planning, developing, directing, and coordinating a comprehensive communications program; 4) Develop digital communication strategies including the launch and management of the department page and email communications; 5) Produce various video contents which include television programming, youtube videos, etc.; 6) Write and edit articles for various publications, special reports, and various online campus newsletters; 7) Coordinates with media in the dissemination of press releases; 8) Coordinates with other offices in the implementation of the media plan; 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

	Position Title	Plantilla Item	Salary/	Monthly				Qualification	n Standards	
No.	(Parenthetical Title, if applicable)	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
40	Information Officer II	KASCB- INFO2-19- 2023	15	36,619	Bachelor's degree	1 year of relevant experience	4 hours of relevant training		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

	Position Title	Plantilla Item	Salary/	Monthly				Qualification	n Standards	
NO.	(Parenthetical Title, if applicable)	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
	(Parenthetical Title, if	No.	Job/ Pay		Education Bachelor's degree	Training 2 years of relevant experience	Experience 8 hours of relevant training		Competency (if applicable) Technical Competencies: 1) Initiates and oversees the establishment of integrated	Place of Assignment Information Unit, Bulanao Campus
									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)	

	Position Title	Plantilla Item	Salary/	Monthly				Qualification	n Standards	
	(Parenthetical Title, if applicable)	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
42	,	KASCB- INFOSA1-21- 2023	12	29,165	Bachelor's degree relevant to the job	None required	· · ·	Career Service (Professional) Second Level Eligibility	Technical Competencies: 1) Lead the technical support service of the ICT Office; 2) Manage and execute the preventive maintenance of ICT resources based on a set schedule; 3) Ensure the smooth operation of ICT resources of the university; 4)	Information and Communications Technology Unit, Bulanao Campus

	Position Title	Plantilla Item	Salary/	Monthly				Qualification	n Standards	
	(Parenthetical Title, if applicable)	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
43	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	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)	Information and Communications Technology Unit, Bulanao Campus

44 1	arenthetical Title, if applicable) Information	No.	Job/ Pay	Monthly				Qualification	ı Standards	
	Information		Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
	Technology Officer I	KASCB-ITO1- 23-2023	Grade 19	51,357	Education Bachelor's degree relevant to the job	Training 2 years of relevant experience	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 Communications Technology Unit, Bulanao Campus

N	Position Title	Plantilla Item	Salary/	Monthly				Qualification	n Standards	
NO.	(Parenthetical Title, if applicable)	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
45	Internal Auditor I	KASCB- IAUD1-15- 2023	11	27,000	Bachelor's degree relevant to the job	None required	None required	Second Level Eligibility	Technical Competencies: 1) Assist in the performance of all activities about internal control operations of the internal auditing unit; 2) Audit disbursements and ascertain that documents supporting the disbursements are complete and properly approved by authorized officials; 3) Gather and compile the necessary data and documents, attachments and enclosures as proof and evidence; 4) Draft design proposals for training seminars and workshop relevant to internal auditing procedures; 5) 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

	Position Title	Plantilla Item	Salary/	Monthly				Qualification	n Standards	
	(Parenthetical Title, if applicable)	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
46	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		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

	Position Title	Plantilla Item	Salary/	Monthly				Qualification	n Standards	
	(Parenthetical Title, if applicable)	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
47	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			Internal Audit Unit, Bulanao Campus

	Position Title	Plantilla Item	Salary/	Monthly				Qualification	n Standards	
NO.	(Parenthetical Title, if applicable)	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
48	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

Position Title	Plantilla Item	Salary/	Monthly				Qualification	n Standards	
(Parenthetical litle, if applicable)	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
		<u>Grade</u> 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	Career Service (Professional) Second Level	Technical Competencies: 1) Maintain confidentiality of sensitive and confidential	Legal Unit, Bulanao Campus
	(Parenthetical Title, if applicable)	(Parenthetical Title, if Applicable) Plantilla Item No. Applicable) No. Legal Assistant III KASCB-LEA3-	(Parenthetical Title, if Applicable) Plantilla Item Job/ Pay applicable) No. Grade Legal Assistant III KASCB-LEA3- 14	Plantilla Item applicable)Plantilla Item No.Job/ Pay GradeMonthly SalaryLegal Assistant IIIKASCB-LEA3-1433,843	Plantilla Item applicable) Job/ Pay Grade Monthly Salary Education Legal Assistant III KASCB-LEA3- 13-2023 14 33,843 BS Legal Management, AB Paralegal Studies, Law, Political Science or other	Plantilla Item applicable)Job/ Pay GradeMonthly SalaryEducationTrainingLegal Assistant IIIKASCB-LEA3- 13-20231433,843BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses1 year experience in legal work such as preparation of pleadings, legal opinions and memoranda or	Plantilia Item applicable)Job/ Pay GradeMonthly SalaryEducationTrainingExperienceLegal Assistant IIIKASCB-LEA3- 13-20231433,843BS Legal1 year Management, AB Paralegal Studies, Law, Political allied courses1 year experience in legal work8 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal	Plantilia Item applicable)Job/ Pay GradeMonthly SalaryEducationTrainingExperienceEligibilityLegal Assistant IIIKASCB-LEA3- 13-20231433,843BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses1 year experience in legal work preparation of pleadings, ethics, legal research and writing, or legal procedureCareer Service (Professional) Second Level Eligibility	Plantilia trite, if applicable) Plantilia trite No. Job/Pay Grade Montmiy Salary Education Training Experience Eligibility Career Service 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 preparation of and memoranda or legal work, clean of pleadings, ethics, legal Career Service (Professional) second Level 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, organize, classify documents and legal files; Index and maintian 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 advice; 9) Draft and prootread correspondence and legal advice; 9) Draft and pro

	Position Title	Plantilla Item	Salary/	Monthly				Qualification	n Standards	
NO.	(Parenthetical Title, if applicable)	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
50	Planning Officer I	KASCB-PLO1 9-2023	11	27,000	Bachelor's degree relevant to the job	None required	None required	Second Level Eligibility	Technical Competencies: 1) Assist in monitoring and evaluation of the implementation of development plans, programs, and projects of the State University; 2) Act as coordinator of all unit heads pertinent to planning, monitoring, and implementation of Programs, Projects, and Activities of the College; 3) Initiate write-shops for crafting Project proposals of all implementing units of the college; 4) Gather necessary information supported with validated documents relevant to planning and implementation (baseline data, accomplishment) of Programs, Projects, and Activities; 5) Check collated plans and accomplishments of all Implementing Units of the University; 6) Establish and keep an updated database for all accomplished performance targets as well as a database for landholdings of the University; 7) Package finalized Plans (Operations plan and Strategic plans) of the University; 8) Conduct documentation (minutes, attendance, highlights, photos, etc.) of every planning activity of the College; 9) Ensure an organized filing system of the unit; 10) Prepare PPMPs of the Unit; 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).	Planning Unit, Bulanao Campus

	Position Title	Plantilla Item	Salary/	Monthly				Qualification	n Standards	
NO.	(Parenthetical Title, if applicable)	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
51	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		

	Position Title	Plantilla Item	Salary/	Monthly				Qualification	n Standards	
No.	(Parenthetical Title, if applicable)	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
52	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	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 (F	Planning Unit, Bulanao Campus

	Position Title	Plantilla Item	Salary/	Monthly				Qualification	ı Standards	
	(Parenthetical Title, if applicable)	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
53	Project	KASCB- PDO1-8-2023	11	27,000	Bachelor's degree relevant to the job			Career Service (Professional) Second Level Eligibility	Technical Competencies: 1) Exercise full supervision of Infrastructure projects in accordance with the 2016 revised IRR RA 9184; 2) Prepare variation or change orders as needed; 3) Evaluate and monitor project status daily; 4) Accomplish daily construction logbook and report problems encountered; 5) Prepare and signs plans; 6) Prepare RPMES (Regional Project Monitoring and Evaluation System), COA report, CPES evaluation, and other requirements mandated by other line agencies; 7) Attend to issues and concerns regarding the contract implementation of Infrastructure, i.e.Preparation and evaluation of requests for time extension and price escalation; 8) Recommend actions to address issues and concerns regarding contract implementation; 9) Prepare shop drawings and details if necessary; 10) Prepare accomplishment reports and billing documents relevant to the Infrastructure projects handled; 11) Provide technical inputs on the evaluation of bids; 12) Check the compilation of contract documents for Infrastructure projects; 13) Make documentation of Infrastructure projects handled; 14) Perform other duties assigned 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)	

	Position Title	Plantilla Item	Salary/	Monthly				Qualification	n Standards	
No.	(Parenthetical Title, if applicable)	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
54	Project	KASCB-	15	36,619	Bachelor's degree	1 year of	4 hours of	Career Service	Technical Competencies: 1) Prepares and signs plans; 2) Prepare and collate	Project
	Development	PDO2-7-2023			relevant to the job	relevant	relevant		RPMES; 3) Implement quality control of Infrastructure projects; 4) Prepares Terms	Management Unit,
	Officer II					experience	training		of reference, PERT/CPM, Technical specifications, and Program of Works of	Bulanao Campus
								5,	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)	

	Position Title	Plantilla Item	Salary/	Monthly				Qualification	n Standards	
	(Parenthetical Title, if applicable)	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
55	Project	KASCB-	18	46,725	Bachelor's degree	2 years of	8 hours of	Career Service	Technical Competencies: 1) Facilitate the implementation of infrastructure projects of the	Project
	Development	PDO3-6-2023			relevant to the job	relevant	relevant	(Professional)	University; 2) Prepare and submit periodic maintenance program of the State University; 3)	Management Unit,
	Officer III				-	experience	training	Second Level	Provide technical assistance and necessary information relevant to the physical plant and	Bulanao Campus
						-	-	Eligibility	facilities during accreditation of curricular programs; 4) Prepares and signs building plans;	
								0,	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)	

	Position Title	Plantilla Item	Salary/	Monthly				Qualification	n Standards	
NO.	(Parenthetical Title, if applicable)	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
56	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	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) 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 an	Finance Services, Bulanao Campus

	Position Title	Plantilla Item	Salary/	Monthly				Qualification	n Standards	
	(Parenthetical Title, if applicable)	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
57	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	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, Records and Archive Management, and Supply and Property Management; 9) Reviews and recommends approval on the procurement of office equipment, furniture, supplies and property; 11) Review and evaluate certifications, Service Record, Monetization and retirement documents; 12) Reviews and signs referendum for scholarship, attendance to training/conferences and seminars; 13) Conduct periodic cular 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 meeti	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.

	Position Title	Plantilla Item			Qualification Standards					
NO.	(Parenthetical litie, if applicable)	No.	Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment

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

hrmomail@ksu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.