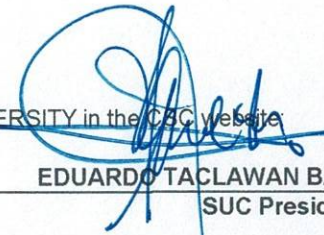


Republic of the Philippines
KALINGA STATE UNIVERSITY
Request for Publication of Vacant Positions

CIVIL SERVICE COMMISSION - CAR
CSC FO - Kalinga

To: CIVIL SERVICE COMMISSION (CSC)

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


EDUARDO TACLAWAN BAGTANG, CPA, DBM
SUC President III

RECEIVED
Date: 29 MAY 2023 Time: _____
Docket/Control No. _____
By: _____
Name, Signature & Position

Date: May 29, 2023

No.	Position Title (Parenthetical Title, if	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Administrative Aide VI (Clerk III)	KASCB-ADA6-25- 2023	06	17,553.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	Core Competencies (Statement of Duties and Responsibilities): Provisions of clerical support and performance of the functions of an administrative aide as follows: 1) Support the Office of the University President with daily clerical tasks; 2) Record and keep track of appointments and schedules of meetings and correspondences; 3) Compile and maintain records and office transactions; 4) Operate office equipment including computers, printers, copiers, fax machine, and multimedia instruments; 5) Gather and organize e-mails, communications, and correspondences; 6) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Support Staff Unit/ Office of the President
2	Administrative Aide VI (Clerk III)	KASCB-ADA6-26- 2023	06	17,553.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	Core Competencies (Statement of Duties and Responsibilities): Provisions of clerical support and performance of the functions of an administrative aide as follows: 1) Support the Office of the University Board Secretary with daily clerical tasks; 2) Keep and maintain an accurate and up-to-date file on the records of the Board; 3) Record and keep track of appointments and schedules of meetings and correspondences; 4) Farm out reports and correspondences; 5) Operate office equipment including computers, printers, copiers, fax machine, and multimedia instruments; 6) Gather and organize e-mails, communications, and correspondences; 7) Do messengerial work and other clerical jobs; 8) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Office of the University Board Secretary
3	Administrative Aide VI (Clerk III)	KASCB-ADA6-27- 2023	06	17,553.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	Core Competencies (Statement of Duties and Responsibilities): Provisions of clerical support and performance of the functions of an administrative aide as follows: 1) Support the ICTO personnel to ensure the smooth operation of ICT equipment in the university with daily clerical tasks; 2) Assist the ICTO Personnel in the conduct of repair and maintenance of ICT equipment; 3) Assist the ICTO personnel to perform preventive maintenance to the university ICT equipment based on the set schedule; 4) Assist the ICTO personnel to conduct repair and maintenance of university network infrastructure and equipment; 5) Assist the ICTO personnel to provide technical assistance during university events and activities; 6) Assist the ICTO personnel to provide technical support to the offices and colleges in KSU Bulanao, Dagupan and Rizal Campus; 7) Record and keep track of appointments and schedules of meetings and correspondences; 8) Compile and maintain records and office transactions; 9) Operate office equipment including computers, printers, copiers, fax machine, and multimedia instruments; 10) Gather and organize e-mails, communications, and correspondences; 11) Do messengerial work and other clerical jobs; 12) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Information and Communication s Technology Office
4	Administrative Aide VI (Clerk III)	KASCB-ADA6-28- 2023	06	17,553.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	Core Competencies (Statement of Duties and Responsibilities): Provisions of clerical support and performance of the functions of an administrative aide as follows: 1) Record and keep track of appointments, distribute reports/publications, schedule meetings and manage correspondences; 2) Compile and maintain records and office transactions; 3) Operate office equipment including computers, printers, copiers, fax machine, and multimedia instruments; 4) Gather and organize e-mails, communications, and correspondences; 5) Do messengerial work and other clerical jobs; 6) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Information Unit
5	Administrative Aide VI (Clerk III)	KASCB-ADA6-29- 2023	06	17,553.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	Core Competencies (Statement of Duties and Responsibilities): Provisions of clerical support and performance of the functions of an administrative aide as follows: 1) Record and keep track of appointments, distribute reports/publications, schedule meetings and manage correspondences; 2) Compile and maintain records and office transactions; 3) Operate office equipment including computers, printers, copiers, fax machine, and multimedia instruments; 4) Gather and organize e-mails, communications, and correspondences; 5) Do messengerial work and other clerical jobs; 6) 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

No.	Position Title (Parenthetical Title, if	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
6	Administrative Aide VI (Clerk III)	KASCB-ADA6-30-2023	06	17,553.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	Core Competencies (Statement of Duties and Responsibilities): Provisions of clerical support and performance of the functions of an administrative aide as follows: 1) Record administrative meetings and keep track of appointments, distribute reports/publications, schedule meetings and manage correspondences; 2) Retrieve information and documents for legal processes; 3) Compile and maintain records and office transactions; 4) Operate office equipment including computers, printers, copiers, fax machine, and multimedia instruments; 5) Gather and organize e-mails, communications, and correspondences; 6) Do messengerial work and other clerical jobs; 7) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Legal Unit
7	Administrative Aide VI (Clerk III)	KASCB-ADA6-31-2023	06	17,553.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	Core Competencies (Statement of Duties and Responsibilities): Provisions of clerical support and performance of the functions of an administrative aide as follows: 1) Record administrative meetings and keep track of appointments, distribute reports/publications, schedule meetings and manage correspondences; 2) Retrieve information and documents for legal processes; 3) Compile and maintain records and office transactions; 4) Operate office equipment including computers, printers, copiers, fax machine, and multimedia instruments; 5) Gather and organize e-mails, communications, and correspondences; 6) Do messengerial work and other clerical jobs; 7) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Planning Unit/ Planning and Strategy Office
8	Administrative Aide VI (Clerk III)	KASCB-ADA6-32-2023	06	17,553.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	Core Competencies (Statement of Duties and Responsibilities): Provisions of clerical support and performance of the functions of an administrative aide as follows: 1) Record administrative meetings and keep track of appointments, distribute reports/publications, schedule meetings, and manage correspondences; 2) Record requests for seminars and training attended by faculty and staff; 3) Assists the Buyer I in canvassing, serving, and retrieving RFQs, posted opportunities, PO's, contracts, and other documents issued; 4) Retrieve information and documents for legal processes; 5) Compile and maintain records and office transactions; 6) Operate office equipment and system including computers, printers, copiers, fax machines, multimedia instruments, and inventory system; 7) Gather and organize e-mails, communications, and correspondences; 8) Do messengerial work and other clerical jobs; 9) Facilitates the implementation of the Client Satisfaction Survey to every client served for records-keeping purposes and further analysis; 10) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Project Management Unit
9	Administrative Aide VI (Clerk III)	KASCB-ADA6-33-2023	06	17,553.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	Core Competencies (Statement of Duties and Responsibilities): Provisions of clerical support and performance of the functions of an administrative aide as follows: 1) Record administrative meetings and keep track of appointments, distribute reports/publications, schedule meetings and manage correspondences; 2) Retrieve information and documents for legal processes; 3) Compile and maintain records and office transactions; 4) Operate office equipment including computers, printers, copiers, fax machine, and multimedia instruments; 5) Gather and organize e-mails, communications, and correspondences; 6) Do messengerial work and other clerical jobs; 7) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Quality Assurance Office
10	Administrative Aide VI (Clerk III)	KASCB-ADA6-34-2023	06	17,553.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	Core Competencies (Statement of Duties and Responsibilities): Provisions of clerical support and performance of the functions of an administrative aide as follows: 1) Record administrative meetings and keep track of appointments, distribute reports/publications, schedule meetings and manage correspondences; 2) Retrieve information and documents for legal processes; 3) Compile and maintain records and office transactions; 4) Operate office equipment including computers, printers, copiers, fax machine, and multimedia instruments; 5) Gather and organize e-mails, communications, and correspondences; 6) Do messengerial work and other clerical jobs; 7) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Office of SUC Vice-President for Academics and Student Development
11	Administrative Aide VI (Clerk III)	KASCB-ADA6-35-2023	06	17,553.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	Core Competencies (Statement of Duties and Responsibilities): Provisions of clerical support and performance of the functions of an administrative aide as follows: 1) Record administrative meetings and keep track of appointments, distribute reports/publications, schedule meetings and manage correspondences; 2) Retrieve information and documents for legal processes; 3) Compile and maintain records and office transactions; 4) Operate office equipment including computers, printers, copiers, fax machine, and multimedia instruments; 5) Gather and organize e-mails, communications, and correspondences; 6) Do messengerial work and other clerical jobs; 7) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Office of SUC Vice-President for Research Development, Extension and Training
12	Administrative Aide VI (Clerk III)	KASCB-ADA6-36-2023	06	17,553.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	Core Competencies (Statement of Duties and Responsibilities): Provisions of clerical support and performance of the functions of an administrative aide as follows: 1) Record administrative meetings and keep track of appointments, distribute reports/publications, schedule meetings and manage correspondences; 2) Retrieve information and documents for legal processes; 3) Compile and maintain records and office transactions; 4) Operate office equipment including computers, printers, copiers, fax machine, and multimedia instruments; 5) Gather and organize e-mails, communications, and correspondences; 6) Do messengerial work and other clerical jobs; 7) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Cash Unit/ Administrative Services
13	Administrative Aide VI (Clerk III)	KASCB-ADA6-37-2023	06	17,553.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	Core Competencies (Statement of Duties and Responsibilities): Provisions of clerical support and performance of the functions of an administrative aide as follows: 1) Record administrative meetings and keep track of appointments, distribute reports/publications, schedule meetings and manage correspondences; 2) Record request for seminars and training attended by faculty and staff; 3) Serve as secretariat in the campus recruitment; 4) Retrieve information and documents for legal processes; 5) Compile and maintain records and office transactions; 6) Operate office equipment including computers, printers, copiers, fax machine, and multimedia instruments; 7) Gather and organize e-mails, communications, and correspondences; 8) Do messengerial work and other clerical jobs; 9) Facilities the implementation of Client Satisfaction Survey to every client served for records keeping purposes and further analysis; 10) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Human Resource Management Unit/ Administrative Services

No.	Position Title (Parenthetical Title, if	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
14	Administrative Aide VI (Clerk III)	KASCB-ADA6-38-2023	06	17,553.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	Core Competencies (Statement of Duties and Responsibilities): Provisions of clerical support and performance of the functions of an administrative aide as follows: 1) Record administrative meetings and keep track of appointments, distribute reports/publications, schedule meetings, and manage correspondences; 2) Record requests for seminars and training attended by faculty and staff; 3) Assists the Buyer I in canvassing, serving, and retrieving RFQs, posted opportunities, PO's, contracts, and other documents issued; 4) Retrieve information and documents for legal processes; 5) Compile and maintain records and office transactions; 6) Operate office equipment and system including computers, printers, copiers, fax machines, multimedia instruments, and inventory system; 7) Gather and organize e-mails, communications, and correspondences; 8) Do messengerial work and other clerical jobs; 9) Facilitates the implementation of the Client Satisfaction Survey to every client served for records-keeping purposes and further analysis; 10) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Procurement Management Office/ Administrative Services
15	Administrative Aide VI (Clerk III)	KASCB-ADA6-39-2023	06	17,553.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	Core Competencies (Statement of Duties and Responsibilities): Provisions of clerical support and performance of the functions of an administrative aide as follows: 1) Record administrative meetings and keep track of appointments, distribute reports/publications, schedule meetings, and manage correspondences; 2) Record requests for seminars and training attended by supervisors; 3) Maintains files and records so they remain updated and easily accessible; 4) Retrieve information and documents for legal processes; 5) Compile and maintain records and office transactions; 6) Operate office equipment and system including computers, printers, copiers, fax machines, multimedia instruments, and inventory system; 7) Gather and organize e-mails, communications, and correspondences; 8) Do messengerial work and other clerical jobs; 9) Facilitates the implementation of the Client Satisfaction Survey to every client served for records-keeping purposes and further analysis; 10) 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 Office/ Administrative Services
16	Administrative Aide VI (Clerk III)	KASCB-ADA6-40-2023	06	17,553.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	Core Competencies (Statement of Duties and Responsibilities): Provisions of clerical support and performance of the functions of an administrative aide as follows: 1) Record administrative meetings and keep track of appointments, distribute reports/publications, schedule meetings, and manage correspondences; 2) Record requests for seminars and training attended by supervisors; 3) Maintains files and records so they remain updated and easily accessible; 4) Retrieve information and documents for legal processes; 5) Compile and maintain records and office transactions; 6) Operate office equipment and system including computers, printers, copiers, fax machines, multimedia instruments, and inventory system; 7) Gather and organize e-mails, communications, and correspondences; 8) Do messengerial work and other clerical jobs; 9) Facilitates the implementation of the Client Satisfaction Survey to every client served for records-keeping purposes and further analysis; 10) 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 Office/ Administrative Services
17	Administrative Aide VI (Clerk III)	KASCB-ADA6-41-2023	06	17,553.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	Core Competencies (Statement of Duties and Responsibilities): Provisions of clerical support and performance of the functions of an administrative aide as follows: 1) Record administrative meetings and keep track of appointments, distribute reports/publications, schedule meetings, and manage correspondences; 2) To perform document management, filing, scanning, and data entry to the system; 3) Monitors performance of suppliers and satisfaction of management and staff on procured resources for feedback to suppliers towards continuous improvement; 4) Retrieve information and documents for legal processes; 5) Compile and maintain records and office transactions; 6) Operate office equipment and system including computers, printers, copiers, fax machines, multimedia instruments, and inventory system; 7) Gather and organize e-mails, communications, and correspondences; 8) Do messengerial work and other clerical jobs; 9) Facilitates the implementation of the Client Satisfaction Survey to every client served for records-keeping purposes and further analysis; 10) 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 Office/ Administrative Services
18	Administrative Aide VI (Clerk III)	KASCB-ADA6-42-2023	06	17,553.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	Core Competencies (Statement of Duties and Responsibilities): Provisions of clerical support and performance of the functions of an administrative aide as follows: 1) Record administrative meetings and keep track of appointments, distribute reports/publications, schedule meetings and manage correspondences; 2) Maintain an accounting database, ensuring that records are complete and current; 3) Compile and maintain records and office transactions; 4) Operate office equipment including computers, printers, copiers, fax machine, and multimedia instruments; 5) Gather and organize e-mails, communications, and correspondences; 6) Do messengerial work and other clerical jobs; 7) Facilitates the implementation of Client Satisfaction Survey to every client served for records keeping purposes and further analysis; 8) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Accounting Unit/ Finance and Management Office
19	Administrative Aide VI (Clerk III)	KASCB-ADA6-43-2023	06	17,553.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	Core Competencies (Statement of Duties and Responsibilities): Provisions of clerical support and performance of the functions of an administrative aide as follows: 1) Record administrative meetings and keep track of appointments, distribute reports/publications, schedule meetings and manage correspondences; 2) Updating ledgers, research, and resolve discrepancies; 3) Compile and maintain records and office transactions; 4) Operate office equipment including computers, printers, copiers, fax machine, and multimedia instruments; 5) Gather and organize e-mails, communications, and correspondences; 6) Do messengerial work and other clerical jobs; 7) Facilitates the implementation of Client Satisfaction Survey to every client served for records keeping purposes and further analysis; 8) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Budget Unit/ Finance and Management Office

No.	Position Title (Parenthetical Title, if	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
20	Administrative Aide VI (Clerk III)	KASCB-ADA6-44-2023	06	17,553.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	Core Competencies (Statement of Duties and Responsibilities): Provisions of clerical support and performance of the functions of an administrative aide as follows: 1) Record administrative meetings and keep track of appointments, distribute reports/publications, schedule meetings and manage correspondences; 2) Updating ledgers, research, and resolve discrepancies; 3) Compile and maintain records and office transactions; 4) Operate office equipment including computers, printers, copiers, fax machine, and multimedia instruments; 5) Gather and organize e-mails, communications, and correspondences; 6) Do messengerial work and other clerical jobs; 7) Facilitates the implementation of Client Satisfaction Survey to every client served for records keeping purposes and further analysis; 8) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Budget Unit/ Finance and Management Office
21	Administrative Aide VI (Clerk III)	KASCB-ADA6-45-2023	06	17,553.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	Core Competencies (Statement of Duties and Responsibilities): Provisions of clerical support and performance of the functions of an administrative aide as follows: 1) Record administrative meetings and keep track of appointments, distribute reports/publications, schedule meetings and manage correspondences; 2) Coordinates and assists the immediate superior in the preparation of decisions concerning official and/or administrative actions and pertinent reports; 3) Prepares various communication or correspondence but not limited to indorsement or memoranda; 4) Retrieve information and documents for legal processes; 5) Compile and maintain records and office transactions; 6) Operate office equipment including computers, printers, copiers, fax machine, and multimedia instruments; 7) Gather and organize e-mails, communications, and correspondences; 8) Do messengerial work and other clerical jobs; 9) Facilitates the implementation of Client Satisfaction Survey to every client served for records keeping purposes and further analysis; 10) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Support Staff Unit/ Office of the Chancellor of Dagupan Campus
22	Administrative Aide VI (Clerk III)	KASCB-ADA6-46-2023	06	17,553.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	Core Competencies (Statement of Duties and Responsibilities): Provisions of clerical support and performance of the functions of an administrative aide as follows: 1) Record administrative meetings and keep track of appointments, distribute reports/publications, schedule meetings and manage correspondences; 2) Coordinates and assists the immediate superior in the preparation of decisions concerning official and/or administrative actions and pertinent reports; 3) Prepares various communication or correspondence but not limited to indorsement or memoranda; 4) Retrieve information and documents for legal processes; 5) Compile and maintain records and office transactions; 6) Operate office equipment including computers, printers, copiers, fax machine, and multimedia instruments; 7) Gather and organize e-mails, communications, and correspondences; 8) Do messengerial work and other clerical jobs; 9) Facilitates the implementation of Client Satisfaction Survey to every client served for records keeping purposes and further analysis; 10) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Dagupan Campus
23	Administrative Aide VI (Clerk III)	KASCB-ADA6-47-2023	06	17,553.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	Core Competencies (Statement of Duties and Responsibilities): Provisions of clerical support and performance of the functions of an administrative aide as follows: 1) Record administrative meetings and keep track of appointments, distribute reports/publications, schedule meetings and manage correspondences; 2) Coordinates and assists the immediate superior in the preparation of decisions concerning official and/or administrative actions and pertinent reports; 3) Prepares various communication or correspondence but not limited to indorsement or memoranda; 4) Retrieve information and documents for legal processes; 5) Compile and maintain records and office transactions; 6) Operate office equipment including computers, printers, copiers, fax machine, and multimedia instruments; 7) Gather and organize e-mails, communications, and correspondences; 8) Do messengerial work and other clerical jobs; 9) Facilitates the implementation of Client Satisfaction Survey to every client served for records keeping purposes and further analysis; 10) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Dagupan Campus
24	Administrative Aide VI (Clerk III)	KASCB-ADA6-48-2023	06	17,553.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	Core Competencies (Statement of Duties and Responsibilities): Provisions of clerical support and performance of the functions of an administrative aide as follows: 1) Record administrative meetings and keep track of appointments, distribute reports/publications, schedule meetings and manage correspondences; 2) Coordinates and assists the immediate superior in the preparation of decisions concerning official and/or administrative actions and pertinent reports; 3) Prepares various communication or correspondence but not limited to indorsement or memoranda; 4) Retrieve information and documents for legal processes; 5) Compile and maintain records and office transactions; 6) Operate office equipment including computers, printers, copiers, fax machine, and multimedia instruments; 7) Gather and organize e-mails, communications, and correspondences; 8) Do messengerial work and other clerical jobs; 9) Facilitates the implementation of Client Satisfaction Survey to every client served for records keeping purposes and further analysis; 10) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Dagupan Campus
25	Administrative Aide VI (Clerk III)	KASCB-ADA6-49-2023	06	17,553.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	Core Competencies (Statement of Duties and Responsibilities): Provisions of clerical support and performance of the functions of an administrative aide as follows: 1) Record administrative meetings and keep track of appointments, distribute reports/publications, schedule meetings and manage correspondences; 2) Coordinates and assists the immediate superior in the preparation of decisions concerning official and/or administrative actions and pertinent reports; 3) Prepares various communication or correspondence but not limited to indorsement or memoranda; 4) Retrieve information and documents for legal processes; 5) Compile and maintain records and office transactions; 6) Operate office equipment including computers, printers, copiers, fax machine, and multimedia instruments; 7) Gather and organize e-mails, communications, and correspondences; 8) Do messengerial work and other clerical jobs; 9) Facilitates the implementation of Client Satisfaction Survey to every client served for records keeping purposes and further analysis; 10) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Dagupan Campus

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					Education	Training	Experience	Eligibility		Competency (if applicable)
26	Administrative Aide VI (Clerk III)	KASCB-ADA6-50-2023	06	17,553.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	Core Competencies (Statement of Duties and Responsibilities): Provisions of clerical support and performance of the functions of an administrative aide as follows: 1) Record administrative meetings and keep track of appointments, distribute reports/publications, schedule meetings and manage correspondences; 2) Coordinates and assists the immediate superior in the preparation of decisions concerning official and/or administrative actions and pertinent reports; 3) Prepares various communication or correspondence but not limited to indorsement or memoranda; 4) Retrieve information and documents for legal processes; 5) Compile and maintain records and office transactions; 6) Operate office equipment including computers, printers, copiers, fax machine, and multimedia instruments; 7) Gather and organize e-mails, communications, and correspondences; 8) Do messengerial work and other clerical jobs; 9) Facilities the implementation of Client Satisfaction Survey to every client served for records keeping purposes and further analysis; 10) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Dagupan Campus
27	Administrative Aide VI (Clerk III)	KASCB-ADA6-51-2023	06	17,553.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	Core Competencies (Statement of Duties and Responsibilities): Provisions of clerical support and performance of the functions of an administrative aide as follows: 1) Record administrative meetings and keep track of appointments, distribute reports/publications, schedule meetings and manage correspondences; 2) Coordinates and assists the immediate superior in the preparation of decisions concerning official and/or administrative actions and pertinent reports; 3) Prepares various communication or correspondence but not limited to indorsement or memoranda; 4) Retrieve information and documents for legal processes; 5) Compile and maintain records and office transactions; 6) Operate office equipment including computers, printers, copiers, fax machine, and multimedia instruments; 7) Gather and organize e-mails, communications, and correspondences; 8) Do messengerial work and other clerical jobs; 9) Facilities the implementation of Client Satisfaction Survey to every client served for records keeping purposes and further analysis; 10) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Support Staff Unit/ Office of the Chancellor of Rizal Campus
28	Administrative Aide VI (Clerk III)	KASCB-ADA6-52-2023	06	17,553.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	Core Competencies (Statement of Duties and Responsibilities): Provisions of clerical support and performance of the functions of an administrative aide as follows: 1) Record administrative meetings and keep track of appointments, distribute reports/publications, schedule meetings and manage correspondences; 2) Coordinates and assists the immediate superior in the preparation of decisions concerning official and/or administrative actions and pertinent reports; 3) Prepares various communication or correspondence but not limited to indorsement or memoranda; 4) Retrieve information and documents for legal processes; 5) Compile and maintain records and office transactions; 6) Operate office equipment including computers, printers, copiers, fax machine, and multimedia instruments; 7) Gather and organize e-mails, communications, and correspondences; 8) Do messengerial work and other clerical jobs; 9) Facilities the implementation of Client Satisfaction Survey to every client served for records keeping purposes and further analysis; 10) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Rizal Campus
29	Administrative Aide VI (Clerk III)	KASCB-ADA6-53-2023	06	17,553.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	Core Competencies (Statement of Duties and Responsibilities): Provisions of clerical support and performance of the functions of an administrative aide as follows: 1) Record administrative meetings and keep track of appointments, distribute reports/publications, schedule meetings and manage correspondences; 2) Coordinates and assists the immediate superior in the preparation of decisions concerning official and/or administrative actions and pertinent reports; 3) Prepares various communication or correspondence but not limited to indorsement or memoranda; 4) Retrieve information and documents for legal processes; 5) Compile and maintain records and office transactions; 6) Operate office equipment including computers, printers, copiers, fax machine, and multimedia instruments; 7) Gather and organize e-mails, communications, and correspondences; 8) Do messengerial work and other clerical jobs; 9) Facilities the implementation of Client Satisfaction Survey to every client served for records keeping purposes and further analysis; 10) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Rizal Campus
30	Administrative Aide VI (Clerk III)	KASCB-ADA6-54-2023	06	17,553.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	Core Competencies (Statement of Duties and Responsibilities): Provisions of clerical support and performance of the functions of an administrative aide as follows: 1) Record administrative meetings and keep track of appointments, distribute reports/publications, schedule meetings and manage correspondences; 2) Coordinates and assists the immediate superior in the preparation of decisions concerning official and/or administrative actions and pertinent reports; 3) Prepares various communication or correspondence but not limited to indorsement or memoranda; 4) Retrieve information and documents for legal processes; 5) Compile and maintain records and office transactions; 6) Operate office equipment including computers, printers, copiers, fax machine, and multimedia instruments; 7) Gather and organize e-mails, communications, and correspondences; 8) Do messengerial work and other clerical jobs; 9) Facilities the implementation of Client Satisfaction Survey to every client served for records keeping purposes and further analysis; 10) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Rizal Campus
31	Administrative Aide VI (Clerk III)	KASCB-ADA6-55-2023	06	17,553.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	Core Competencies (Statement of Duties and Responsibilities): Provisions of clerical support and performance of the functions of an administrative aide as follows: 1) Record administrative meetings and keep track of appointments, distribute reports/publications, schedule meetings and manage correspondences; 2) Coordinates and assists the immediate superior in the preparation of decisions concerning official and/or administrative actions and pertinent reports; 3) Prepares various communication or correspondence but not limited to indorsement or memoranda; 4) Retrieve information and documents for legal processes; 5) Compile and maintain records and office transactions; 6) Operate office equipment including computers, printers, copiers, fax machine, and multimedia instruments; 7) Gather and organize e-mails, communications, and correspondences; 8) Do messengerial work and other clerical jobs; 9) Facilities the implementation of Client Satisfaction Survey to every client served for records keeping purposes and further analysis; 10) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Rizal Campus

No.	Position Title (Parenthetical Title, if	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
32	Administrative Aide VI (Clerk III)	KASCB-ADA6-56- 2023	06	17,553.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	<p>Core Competencies (Statement of Duties and Responsibilities): Provisions of clerical support and performance of the functions of an administrative aide as follows: 1) Record administrative meetings and keep track of appointments, distribute reports/publications, schedule meetings and manage correspondences; 2) Coordinates and assists the immediate superior in the preparation of decisions concerning official and/or administrative actions and pertinent reports; 3) Prepares various communication or correspondence but not limited to indorsement or memoranda; 4) Retrieve information and documents for legal processes; 5) Compile and maintain records and office transactions; 6) Operate office equipment including computers, printers, copiers, fax machine, and multimedia instruments; 7) Gather and organize e-mails, communications, and correspondences; 8) Do messengerial work and other clerical jobs; 9) Facilitates the implementation of Client Satisfaction Survey to every client served for records keeping purposes and further analysis; 10) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)</p>	Rizal Campus
33	Administrative Assistant I (Buyer I)	KASCB-ADAS1-7- 2023	07	18,620.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	<p>Core Competencies (Statement of Duties and Responsibilities): 1) Serves as Administrative Assistant to the unit by providing or overseeing reception services (attending or catering to the needs of the office guests/visitors/clients); 2) Maintains the supervisor's calendar and activities; 3) Assists in the consolidation of PMPs and requests; 4) Assists in the compliance and enforcement of the university's procurement policies and procedures, i.e., ensure that all procurements are in line with the APP; 5) Prepares and reviews purchase requests to verify accuracy, terminology, and specifications; 6) Prepares documents and forms of goods, services, and civil works programs and projects; recommends for approval; and posts the same on the PhilGEPS website and other sites required by law for posting purposes; 7) Canvasses materials, supplies, and services at the most favorable terms including online mode; 8) Respond to client and supplier's inquiries about posted or served RFQ or opportunities, supplemental bids, order status, changes, or cancellations; 9) Reviews and prepares abstract of bids, purchase orders, or notice to proceed, route for approval of officials, and send applicable documents/copies to suppliers, COA, SPMO, and the requesting units; 10) Expedites the ordering and delivery process for goods and services through the use of automated procurement systems and assures payment by monitoring the process from initiation of a purchase order through the receipt of the goods or services and billing from the supplier or service providers. This shall apply to civil work projects; 11) Assessed completed contracts and recommends processing of payments; 12) Proactively evaluates and develops a catalog of the most reliable suppliers of goods, service providers, and civil work contractors, and updates it based on the assessment of their performance after the implementation of every procurement contract; 13) Manages inventories of updated and accurate purchase and pricing records, including suppliers' qualifications, delivery times, product ranges, etc; 14) Creates, updates and maintains a price monitoring list of goods and services regularly procured by the university; 15) Creates, updates and maintains a database of suppliers, contractors, and consultants; 16) Leads and coordinates with other units in the operation of the inventory system of the University, and submits reports generated from the said system; 17) Organize and maintain paper and electronic filing systems initiating recurring administrative processes; 18) Perform other related functions that may be assigned to him by higher authorities; and 19) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)</p>	Procurement Management Office/ Administrative Services
34	Administrative Assistant I (Buyer I)	KASCB-ADAS1-8- 2023	07	18,620.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	<p>Core Competencies (Statement of Duties and Responsibilities): 1) Serves as Administrative Assistant to the unit by providing or overseeing reception services (attending or catering to the needs of the office guests/visitors/clients); 2) Maintains the supervisor's calendar and activities; 3) Assists in the consolidation of PMPs and requests; 4) Assists in the compliance and enforcement of the university's procurement policies and procedures, i.e., ensure that all procurements are in line with the APP; 5) Prepares and reviews purchase requests to verify accuracy, terminology, and specifications; 6) Prepares documents and forms of goods, services, and civil works programs and projects; recommends for approval; and posts the same on the PhilGEPS website and other sites required by law for posting purposes; 7) Canvasses materials, supplies, and services at the most favorable terms including online mode; 8) Respond to client and supplier's inquiries about posted or served RFQ or opportunities, supplemental bids, order status, changes, or cancellations; 9) Reviews and prepares abstract of bids, purchase orders, or notice to proceed, route for approval of officials, and send applicable documents/copies to suppliers, COA, SPMO, and the requesting units; 10) Expedites the ordering and delivery process for goods and services through the use of automated procurement systems and assures payment by monitoring the process from initiation of a purchase order through the receipt of the goods or services and billing from the supplier or service providers. This shall apply to civil work projects; 11) Assessed completed contracts and recommends processing of payments; 12) Proactively evaluates and develops a catalog of the most reliable suppliers of goods, service providers, and civil work contractors, and updates it based on the assessment of their performance after the implementation of every procurement contract; 13) Manages inventories of updated and accurate purchase and pricing records, including suppliers' qualifications, delivery times, product ranges, etc; 14) Creates, updates and maintains a price monitoring list of goods and services regularly procured by the university; 15) Creates, updates and maintains a database of suppliers, contractors, and consultants; 16) Leads and coordinates with other units in the operation of the inventory system of the University, and submits reports generated from the said system; 17) Organize and maintain paper and electronic filing systems initiating recurring administrative processes; 18) Perform other related functions that may be assigned to him by higher authorities; and 19) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)</p>	Dagupan Campus

No.	Position Title (Parenthetical Title, if	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
35	Administrative Assistant I (Buyer I)	KASCB-ADAS1-9-2023	07	18,620.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	<p>Core Competencies (Statement of Duties and Responsibilities): 1) Serves as Administrative Assistant to the unit by providing or overseeing reception services (attending or catering to the needs of the office guests/visitors/clients); 2) Maintains the supervisor's calendar and activities; 3) Assists in the consolidation of PMPs and requests; 4) Assists in the compliance and enforcement of the university's procurement policies and procedures, i.e., ensure that all procurements are in line with the APP; 5) Prepares and reviews purchase requests to verify accuracy, terminology, and specifications; 6) Prepares documents and forms of goods, services, and civil works programs and projects; recommends for approval; and posts the same on the PhilGEPS website and other sites required by law for posting purposes; 7) Canvasses materials, supplies, and services at the most favorable terms including online mode; 8) Respond to client and supplier's inquiries about posted or served RFQ or opportunities, supplemental bids, order status, changes, or cancellations; 9) Reviews and prepares abstract of bids, purchase orders, or notice to proceed, route for approval of officials, and send applicable documents/copies to suppliers, COA, SPMO, and the requesting units; 10) Expedites the ordering and delivery process for goods and services through the use of automated procurement systems and assures payment by monitoring the process from initiation of a purchase order through the receipt of the goods or services and billing from the supplier or service providers. This shall apply to civil work projects; 11) Assessed completed contracts and recommends processing of payments; 12) Proactively evaluates and develops a catalog of the most reliable suppliers of goods, service providers, and civil work contractors, and updates it based on the assessment of their performance after the implementation of every procurement contract; 13) Manages inventories of updated and accurate purchase and pricing records, including suppliers' qualifications, delivery times, product ranges, etc; 14) Creates, updates and maintains a price monitoring list of goods and services regularly procured by the university; 15) Creates, updates and maintains a database of suppliers, contractors, and consultants; 16) Leads and coordinates with other units in the operation of the inventory system of the University, and submits reports generated from the said system; 17) Organize and maintain paper and electronic filing systems initiating recurring administrative processes; 18) Perform other related functions that may be assigned to him by higher authorities; and 19) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)</p>	Rizal Campus
36	Administrative Assistant II	KASCB-ADAS2-3-2023	08	19,744.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	<p>Core Competencies (Statement of Duties and Responsibilities): 1) Serves as Administrative Assistant to the General Services Unit by providing or overseeing reception services (attend or cater to the needs of the office guests/visitors/clients); 2) Maintain the supervisor's calendar; 3) Record and disseminate correspondences, reports, and other documents prepared by supervisors; 4) Organize and maintain paper and electronic filing systems initiating recurring administrative processes; 5) Maintenance of the motor vehicles of the University; 6) Assures the road worthiness of the University vehicles by implementing maintenance plan and schedules; 7) Assigns drivers to vehicles; 8) Maintains a well-equipped motor pool; 9) Prepare vouchers and requisitions; 10) Does other jobs as directed by immediate supervisors; 11) Facilitates the implementation of Client Satisfaction Survey to every client served for records keeping purposes and further analysis; 12) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)</p>	General Services Office/ Administrative Services
37	Administrative Assistant II	KASCB-ADAS2-4-2023	08	19,744.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	<p>Core Competencies (Statement of Duties and Responsibilities): 1) Serves as Administrative Assistant to the unit by providing or overseeing reception services (attend or cater to the needs of the office guests/visitors/clients); 2) Maintain the supervisor's calendar; 3) Provides clerical and administrative support to HR executives; 4) Compile and update employee records (hard and soft copies); 5) Act as liaison between HR and employees, ensuring smooth communication and prompt resolution of requests and questions; 6) Prepares subsistence allowance for permanent employees; 7) Post PhilHealth remittance to PHIC Electronic Premium Remittance System (EPRS) for regular employees and update their online records as applicable; 8) Download billings and upload monthly remittances to GSIS EBSCS (Electronic Billing and Collection System); 9) Prepares Notices of Step Increment (NOSI)/ Salary Adjustments (NOSA); 10) Consolidate records of government remittance and keep updated filing system of the same; 11) Prepares report for entitlement of Honoraria; 12) Facilitates benefits for employees (Health Insurance, GSIS, Philhealth claims, and other benefits); 13) Consolidates/ prepares the list of employees who submitted Statement of Assets, Liabilities and Network (SALN) for submission to the Ombudsman and Central Office; 14) Record and disseminate correspondences, reports, and other documents prepared by supervisors; 15) Organize and maintain paper and electronic filing systems initiating recurring administrative processes; 16) Prepare vouchers and requisitions; 17) Does other jobs as directed by immediate supervisors; 18) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)</p>	Human Resource Management Unit/ Administrative Services
38	Administrative Assistant II (Disbursing Officer II)	KASCB-ADAS2-5-2023	08	19,744.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	<p>Core Competencies: Professional integrity in handling money matters; financial management skills; Knowledge of COA and DBM and other accounting and budgeting rules and regulations/ Statement of Duties and Responsibilities: 1) Prepares checks or ADA of various payees for disbursement vouchers; 2) Prepares reports of checks and ADA issued, transmits to the accounting office and file the same; 3) Prepares report of accountable form for checks; 4) Monitors the inventory of checks, prepares request for check books, and claims the same from bank; 5) Maintains checks and ADA disbursement records; 6) Takes custody of disbursement vouchers, stamps "PAID" of all paid disbursement vouchers and transmits the same to the accounting office; 7) Prepares purchase requests and monitors procurement concerns of the office 8) Maintains records of cancelled checks and "borrowed" vouchers; 9) Releases checks to suppliers, employees and other payees, upon instruction of the Cashiering Unit Head; 10) Prepares minutes of meeting during the meetings of Cashiering Unit; 11) Perform other related functions that may be assigned to him by higher authorities; and 12) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)</p>	Dagupan Campus

No.	Position Title (Parenthetical Title, if	Plantilla/Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
39	Administrative Assistant II (Budgeting Assistant)	KASCB-ADAS2-6-2023	08	19,744.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	<p>Core Competencies: 1) Core Skills in Oral Communication, Written Communication, Computer/ICT Skills/ Core Competencies; 2) Core Knowledge and Skills in RA 9184, Updated COA and DBM issuances, BIR issuances; 3) Basic Knowledge and Skills in Advanced mathematical skills, Financial and operations audit, Disposal process, and Basic computer knowledge/ Leadership Competencies: Core Behavioral Competencies in Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation, and Innovation/ Statement of Duties and Responsibilities: 1) Assists in the preparation of Obligation Request Slip; 2) Assists in the preparation of Budget and Financial Accountability Reports; 3) Assists in the preparation of budget estimates and proposals; 4) Assists in monitoring of budget; 5) Prepares estimated and actual costing of monthly and yearly requests of materials of each division/area/unit; 6) Records the Appropriations, Allotments, Obligations, and Disbursements in the registries, as well as in the computerized system e.g Unified Reporting System, eBudget; 7) Reviews, records/encodes all the received requests for funding and other documents from various Office/Colleges/Units; 8) Prepares monthly Status of Allotment, Sub-Allotment and Utilization of fund allocation; 9) Prepares budgetary reports as well as other reports for budget hearing purposes, and COA requirements; 10) Reviews of submitted Project Procurement Management Plans; 11) Encodes/controls all the Obligation Request and Status (ORS), and Budget Utilization Request (BUR) in the URS and ensure that funds are available; 12) Generates budgetary reports through the URS; 13) Provisions of technical assistance concerning the implementation of URS, eBudget; 14) Coordinates with the Department of Budget and Management in connection to the implementation of URS; 15) Perform other related functions that may be assigned to him/her by higher authorities; and; 16) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)</p>	Budget Unit/ Finance and Management Office
40	Administrative Assistant II (Budgeting Assistant)	KASCB-ADAS2-7-2023	08	19,744.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	<p>Core Competencies: 1) Core Skills in Oral Communication, Written Communication, Computer/ICT Skills/ Core Competencies; 2) Core Knowledge and Skills in RA 9184, Updated COA and DBM issuances, BIR issuances; 3) Basic Knowledge and Skills in Advanced mathematical skills, Financial and operations audit, Disposal process, and Basic computer knowledge/ Leadership Competencies: Core Behavioral Competencies in Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation, and Innovation/ Statement of Duties and Responsibilities: 1) Assists in the preparation of Obligation Request Slip; 2) Assists in the preparation of Budget and Financial Accountability Reports; 3) Assists in the preparation of budget estimates and proposals; 4) Assists in monitoring of budget; 5) Prepares estimated and actual costing of monthly and yearly requests of materials of each division/area/unit; 6) Records the Appropriations, Allotments, Obligations, and Disbursements in the registries, as well as in the computerized system e.g Unified Reporting System, eBudget; 7) Reviews, records/encodes all the received requests for funding and other documents from various Office/Colleges/Units; 8) Prepares monthly Status of Allotment, Sub-Allotment and Utilization of fund allocation; 9) Prepares budgetary reports as well as other reports for budget hearing purposes, and COA requirements; 10) Reviews of submitted Project Procurement Management Plans; 11) Encodes/controls all the Obligation Request and Status (ORS), and Budget Utilization Request (BUR) in the URS and ensure that funds are available; 12) Generates budgetary reports through the URS; 13) Provisions of technical assistance concerning the implementation of URS, eBudget; 14) Coordinates with the Department of Budget and Management in connection to the implementation of URS; 15) Perform other related functions that may be assigned to him/her by higher authorities; and; 16) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)</p>	Dagupan Campus
41	Administrative Assistant II (Disbursing Officer II)	KASCB-ADAS2-8-2023	08	19,744.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	<p>Core Competencies: Professional integrity in handling money matters; financial management skills; Knowledge of COA and DBM and other accounting and budgeting rules and regulations/ Statement of Duties and Responsibilities: 1) Prepares checks or ADA of various payees for disbursement vouchers; 2) Prepares reports of checks and ADA issued, transmits to the accounting office and file the same; 3) Prepares report of accountable form for checks; 4) Monitors the inventory of checks, prepares request for check books, and claims the same from bank; 5) Maintains checks and ADA disbursement records; 6) Takes custody of disbursement vouchers, stamps "PAID" of all paid disbursement vouchers and transmits the same to the accounting office; 7) Prepares purchase requests and monitors procurement concerns of the office 8) Maintains records of cancelled checks and "borrowed" vouchers; 9) Releases checks to suppliers, employees and other payees, upon instruction of the Cashiering Unit Head; 10) Prepares minutes of meeting during the meetings of Cashiering Unit; 11) Perform other related functions that may be assigned to him by higher authorities; and 12) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)</p>	Rizal Campus

No.	Position Title (Parenthetical Title, if	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
42	Administrative Assistant II (Property Custodian)	KASCB-ADAS2-9-2023	08	19,744.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	<p>Core Competencies: Proficient in MS Office Applications and system/ Statement of Duties and Responsibilities: 1) To assist in the preparation of procurement requests for validation by DBM as to the availability of stocks to determine supplies to be procured from the DBM depot or sourced outside; 2) Prepare purchase orders based on APR and PR to procure the supplies needed; 3) Supervises the maintenance of storage areas for supplies and properties to ensure the security and safety of supplies; 4) Lead the conduct of inventories and maintains an updated inventory record of properties (e.g. furniture and fixtures, vehicles) and equipment (computers, printers) by following the prescribed process and pertinent laws, rules, and regulations to establish accountability and inclusion of the property in the books of accounts; 5) Keeps records of accountability of officials and employees on property issuances for issuance of clearance; 6) Ensure the timely renewal of licenses of firearms owned by KSU; 7) Ensure the timely registration of insurance for all vehicles and buildings; 8) Certify and guarantee the disposal of unserviceable equipment through public auction; 9) Sign inspection reports, property return slips, and waste material reports; 10) Performs document management, filing, scanning, and data entry to the system; 11) Monitors performance of suppliers and satisfaction of management and staff on procured resources for feedback to suppliers towards continuous improvement; 12) Ensure the timely submission of reports on the semi-annual inventory of merchandise, annual physical inventory of Property, Plant, and Equipment (PPE), Monthly issuances of sports supplies, a summary of issued supplies; ; 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)</p>	Rizal Campus
43	Administrative Assistant II (Budgeting Assistant)	KASCB-ADAS2-10-2023	08	19,744.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	<p>Core Competencies: 1) Core Skills in Oral Communication, Written Communication, Computer/ICT Skills/ Core Competencies; 2) Core Knowledge and Skills in RA 9184, Updated COA and DBM issuances, BIR issuances; 3) Basic Knowledge and Skills in Advanced mathematical skills, Financial and operations audit, Disposal process, and Basic computer knowledge/ Leadership Competencies: Core Behavioral Competencies in Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation, and Innovation/ Statement of Duties and Responsibilities: 1) Assists in the preparation of Obligation Request Slip; 2) Assists in the preparation of Budget and Financial Accountability Reports; 3) Assists in the preparation of budget estimates and proposals; 4) Assists in monitoring of budget; 5) Prepares estimated and actual costing of monthly and yearly requests of materials of each division/area/unit; 6) Records the Appropriations, Allotments, Obligations, and Disbursements in the registries, as well as in the computerized system e.g Unified Reporting System, eBudget; 7) Reviews, records/encodes all the received requests for funding and other documents from various Office/Colleges/Units; 8) Prepares monthly Status of Allotment, Sub-Allotment and Utilization of fund allocation; 9) Prepares budgetary reports as well as other reports for budget hearing purposes, and COA requirements; 10) Reviews of submitted Project Procurement Management Plans; 11) Encodes/controls all the Obligation Request and Status (ORS), and Budget Utilization Request (BUR) in the URS and ensure that funds are available; 12) Generates budgetary reports through the URS; 13) Provisions of technical assistance concerning the implementation of URS, eBudget; 14) Coordinates with the Department of Budget and Management in connection to the implementation of URS; 15) Perform other related functions that may be assigned to him/her by higher authorities; and; 16) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)</p>	Rizal Campus
44	Administrative Assistant III	KASCB-ADAS3-56-2023	09	21,129.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	<p>Core Competencies (Statement of Duties and Responsibilities): 1) Serves as Administrative Assistant to the office of the President by providing or overseeing reception services (attend or cater to the needs of the office guests/visitors/clients); 2) Maintain the supervisor's calendar; 3) Record and disseminate correspondences, reports, and other documents prepared by supervisors; 4) Organize and maintain paper and electronic filing systems initiating recurring administrative processes; 5) Prepare vouchers and requisitions; 6) Does other jobs as directed by immediate supervisors; 7) Facilitates the implementation of Client Satisfaction Survey to every client served for records keeping purposes and further analysis; 8) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)</p>	Support Staff Unit/ Office of the President
45	Administrative Assistant III	KASCB-ADAS3-57-2023	09	21,129.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	<p>Core Competencies (Statement of Duties and Responsibilities): 1) Assist the Board Secretary V in the logistical arrangements for the conduct of Board Meetings, Board Committee meetings and Academic and Administrative Council meetings; 2) Assist the Board Secretary V in recording the proceedings of the meetings of the Board of Regents, Board Committee, and the Administrative and Academic Councils; 3) Record and prepare the draft minutes of meetings of the Board and the Academic and Administrative Councils for checking by the Board Secretary V; 4) Responsible for assembling and distributing agenda materials, reports, studies, correspondences, and recommendations for the Board to act upon, in consultation with the Board Secretary V; 5) Perform research and documentation processes for Completed Staff Work on agenda items; 6) File and maintain and keep records of Board documents; 7) Assist in the information dissemination to the University President, and any and all parties involved in the implementation of decisions and resolutions of the Board of Regents and apprise them of actions taken thereon; 8) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)</p>	Office of the University Board Secretary
46	Administrative Assistant III	KASCB-ADAS3-58-2023	09	21,129.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	<p>Core Competencies: Excellent in interpersonal and team work skills; analytical skills including the ability to evaluate and synthesize information in reports/ Statement of Duties and Responsibilities: 1) Serves as administrative assistant to the vice president and supervisor by providing or overseeing reception services, scheduling appointments, meetings, and travel, and maintaining the vice president's calendar; 2) Prepare and proofread correspondences, reports, and other documents prepared by the vice president; 3) Organize and maintain paper and electronic filing systems initiating recurring administrative procedures; 4) Organize, coordinate, plan, and conducts department events by securing space, equipment, and food, preparing programs, invitations, announcements, agendas, making travel arrangements, etc.; 5) Prepare vouchers and requisitions; 6) Perform other duties assigned by higher authorities; and 7) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)</p>	Office of SUC Vice-President for Academics and Student Development

No.	Position Title (Parenthetical Title, if	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
47	Administrative Assistant III	KASCB-ADAS3- 59-2023	09	21,129.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	Core Competencies: Excellent in interpersonal and team work skills; analytical skills including the ability to evaluate and synthesize information in reports/ Statement of Duties and Responsibilities: 1) Serves as administrative assistant to the vice president and supervisor by providing or overseeing reception services, scheduling appointments, meetings, and travel, and maintaining the vice president's calendar; 2) Prepare and proofread correspondences, reports, and other documents prepared by the vice president; 3) Organize and maintain paper and electronic filing systems initiating recurring administrative procedures; 4) Organize, coordinate, plan, and conducts department events by securing space, equipment, and food, preparing programs, invitations, announcements, agendas, making travel arrangements, etc.; 5) Prepare vouchers and requisitions; 6) Perform other duties assigned by higher authorities; and 7) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Office of SUC Vice-President for Research Development, Extension and Training
48	Administrative Assistant III (Senior Bookkeeper)	KASCB-ADAS3- 60-2023	09	21,129.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	Core Competencies: 1) Core Skills in Oral Communication, Written Communication, Computer/ICT Skills/ Core Competencies; 2) Core Knowledge and Skills in RA 9184, Updated COA and DBM issuances, BIR issuances; 3) Basic Knowledge and Skills in Advanced mathematical skills, Financial and operations audit, Disposal process, and Basic computer knowledge/ Leadership Competencies: Core Behavioral Competencies in Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation, and Innovation/ Statement of Duties and Responsibilities: 1) Receives and conducts an initial review of the completeness of documents for processing of claims; 2) Prepares initial tax computation and withholding tax certificates, for processing of bills of suppliers; 3) Assigns control numbers and records all incoming and outgoing requests, reports, and documents for financial claims in the logbook; 4) Ensures completeness of entries in indices of payments of creditors and employees; 5) Compiles Journal Entry Vouchers and disbursement vouchers with supporting documents for submission to COA; 6) Encodes tax withheld from payees in the BIR Alphalist Data Entry System, generates remittance files and reports, and submits to Accountant IV for Electronic Filing and Remittance; 7) Act as custodian of paid vouchers, book of accounts, registry, and financial reports; and assist in the evaluation of obligation requests and analysis of budget proposals and reports; 8) Keeps daily financial records up to date; 9) Responsible for recording, and reconciling financial transactions; 10) Works closely with the accounting team to create and analyze financial reports and ensure legal requirements, compliances, processes, accounts payable and receivables, and manage invoices and tax payments; 11) Assists in the preparation and issuance of Document Requests like copies of Disbursement Vouchers, etc.; 12) Perform other related functions that may be assigned to him/her 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)	Accounting Unit/ Finance and Management Office
49	Administrative Assistant III (Senior Bookkeeper)	KASCB-ADAS3- 61-2023	09	21,129.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	Core Competencies: 1) Core Skills in Oral Communication, Written Communication, Computer/ICT Skills/ Core Competencies; 2) Core Knowledge and Skills in RA 9184, Updated COA and DBM issuances, BIR issuances; 3) Basic Knowledge and Skills in Advanced mathematical skills, Financial and operations audit, Disposal process, and Basic computer knowledge/ Leadership Competencies: Core Behavioral Competencies in Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation, and Innovation/ Statement of Duties and Responsibilities: 1) Receives and conducts an initial review of the completeness of documents for processing of claims; 2) Prepares initial tax computation and withholding tax certificates, for processing of bills of suppliers; 3) Assigns control numbers and records all incoming and outgoing requests, reports, and documents for financial claims in the logbook; 4) Ensures completeness of entries in indices of payments of creditors and employees; 5) Compiles Journal Entry Vouchers and disbursement vouchers with supporting documents for submission to COA; 6) Encodes tax withheld from payees in the BIR Alphalist Data Entry System, generates remittance files and reports, and submits to Accountant IV for Electronic Filing and Remittance; 7) Act as custodian of paid vouchers, book of accounts, registry, and financial reports; and assist in the evaluation of obligation requests and analysis of budget proposals and reports; 8) Keeps daily financial records up to date; 9) Responsible for recording, and reconciling financial transactions; 10) Works closely with the accounting team to create and analyze financial reports and ensure legal requirements, compliances, processes, accounts payable and receivables, and manage invoices and tax payments; 11) Assists in the preparation and issuance of Document Requests like copies of Disbursement Vouchers, etc.; 12) Perform other related functions that may be assigned to him/her 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)	Dagupan Campus
50	Administrative Assistant III (Senior Bookkeeper)	KASCB-ADAS3- 62-2023	09	21,129.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	Core Competencies: 1) Core Skills in Oral Communication, Written Communication, Computer/ICT Skills/ Core Competencies; 2) Core Knowledge and Skills in RA 9184, Updated COA and DBM issuances, BIR issuances; 3) Basic Knowledge and Skills in Advanced mathematical skills, Financial and operations audit, Disposal process, and Basic computer knowledge/ Leadership Competencies: Core Behavioral Competencies in Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation, and Innovation/ Statement of Duties and Responsibilities: 1) Receives and conducts an initial review of the completeness of documents for processing of claims; 2) Prepares initial tax computation and withholding tax certificates, for processing of bills of suppliers; 3) Assigns control numbers and records all incoming and outgoing requests, reports, and documents for financial claims in the logbook; 4) Ensures completeness of entries in indices of payments of creditors and employees; 5) Compiles Journal Entry Vouchers and disbursement vouchers with supporting documents for submission to COA; 6) Encodes tax withheld from payees in the BIR Alphalist Data Entry System, generates remittance files and reports, and submits to Accountant IV for Electronic Filing and Remittance; 7) Act as custodian of paid vouchers, book of accounts, registry, and financial reports; and assist in the evaluation of obligation requests and analysis of budget proposals and reports; 8) Keeps daily financial records up to date; 9) Responsible for recording, and reconciling financial transactions; 10) Works closely with the accounting team to create and analyze financial reports and ensure legal requirements, compliances, processes, accounts payable and receivables, and manage invoices and tax payments; 11) Assists in the preparation and issuance of Document Requests like copies of Disbursement Vouchers, etc.; 12) Perform other related functions that may be assigned to him/her 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)	Rizal Campus

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

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **June 9, 2023**.

1. **Letter of Intent**, duly signed
2. **Personal Data Sheet (PDS)** with recent passport-sized picture (CS Form No. 212, Revised 2017), including Work Experience Sheet, duly signed and certified. Forms can be downloaded at www.csc.gov.ph;
3. **Performance ratings** (OPCR/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. **Service Records/ Certificate(s) of Employment**, updated and duly certified, from current/ previous employer;
5. **Proofs of Outstanding Accomplishments/ Meritorious Accomplishments**;
6. **Transcript of Records (TOR)**, authenticated and certified in the College level/ Post Graduate Studies - Master's Degree/ Doctoral Degree;
7. **Certificate(s) of eligibility/rating/license**, updated and duly authenticated by the issuing agency;
8. **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. **Omnibus Certification**, duly notarized by a Notary Public, that all documents submitted for evaluation are true and authentic copies.

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

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



APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.