



KALINGA STATE UNIVERSITY

NOTICE OF VACANT POSITION

NON-TEACHING POSITION

ACCOUNTANT II

Education	: BS Accountancy/ BSC-Accounting/ BSBA-Accounting
Eligibility	: RA 1080 (CPA)
Training	: One (1) Year Relevant Experience
Experience	: Four (4) Hours of Relevant Training
Salary Grade 16	: PhP 38,150.00
Appointment Status	: Permanent
Plantilla Item No.	: KASCB-A2-4-2022

Interested and qualified applicants should signify their interest in writing. Please attach the **following documents** to the application letter and send them to the address below not later than **March 17, 2022**.

1. Application Letter addressed to:

DR. EDUARDO T. BAGTANG

President
Kalinga State University

Through

MR. RONALDO B. DALUPING

HRMO-Designate
Office for Administrative Services
hrmomail@ksu.edu.ph

2. Fully accomplished **Personal Data Sheet (PDS)** with recent passport-sized picture (CS Form No. 212, Revised 2017), which can be downloaded at www.csc.gov.ph;
3. Performance rating in the last rating period (if applicable);
4. Photocopy of certificate of eligibility/rating/license; and
5. Photocopy of Transcript of Records.

For more info, i.e., competency or job description, kindly visit:
<https://ksu.edu.ph/job-vacancy/notice-vacant-position-march-2022>



KALINGA STATE UNIVERSITY

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ADMINISTRATIVE AIDE III (UTILITY)

Education	: Elementary School Graduate
Eligibility	: None Required (MC No. 10, s. 2013 - Cat. III)
Training	: None Required
Experience	: None Required
Salary Grade 03	: PhP 14,125.00
Appointment Status	: Permanent
Plantilla Item No.	: KASCB-ADA3-12-2013

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ADMINISTRATIVE AIDE IV (REPRODUCTION MACHINE OPERATOR II)

Education	: Elementary School Graduate
Eligibility	: None Required (MC No. 10, s. 2013 - Cat. III)
Training	: None Required
Experience	: None Required
Salary Grade 04	: PhP 14,993.00
Appointment Status	: Permanent
Plantilla Item No.	: KASCB-ADA4-1-2022

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ADMINISTRATIVE OFFICER II (HUMAN RESOURCE MANAGEMENT OFFICER I)

Education	: Bachelor's Degree
Eligibility	: Career Service Professional/Second Level
Training	: None Required
Experience	: None Required
Salary Grade 11	: PhP 25,439.00
Appointment Status	: Permanent
Plantilla Item No.	: KASCB-ADOF2-2-2022

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Through

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GUIDANCE COUNSELOR I

(2 slots)

Education	:	Master's Degree in Guidance and Counseling (MC No. 02, s. 2017)
Eligibility	:	RA 1080 (Guidance Counselor)
Training	:	None Required
Experience	:	None Required
Salary Grade 11	:	PhP 25,439.00
Appointment Status	:	Permanent
Plantilla Item Nos.	:	KASCB-GUIDC1-3-2022 and KASCB-GUIDC1-12-2012

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<https://www.facebook.com/KalingaStateUniversity>