

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.

**RONALDO B. DALUPING**  
HRMO  
Name, Signature & Position

Date: **June 24, 2022**

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Administrative Assistant II	KASCB-ADAS2-5-2010	08	18,998.00	Completion of two years Studies in College	Four (4) hours of relevant training related to published core competencies	One (1) year of relevant experience	Career Service (Sub-professional) First Level Eligibility	Core Competencies ( <b>Statement of Duties and Responsibilities</b> ): <b>1)</b> Prepares Advice of Checks Issued and Cancelled (ACIC) and Authority to Debit Accounts (ADA) thru the electronic Modified Disbursement System (eMDS) and submits to the authorized banks manually or electronically; <b>2)</b> Prepares Payroll Register for submission to LBP; <b>3)</b> Facilitates the payment of periodic remittances to various agencies; <b>4)</b> Prepares disbursement vouchers and individual checks for applicable transactions; <b>5)</b> Posts transactions and accomplishes accountable forms; <b>6)</b> Assists in the collection and shall deposit daily all intact collections with the authorized depository bank/s; <b>7)</b> Assists in the preparation of reports and regularly submit to Accounting Unit, COA and other offices required by law; and <b>8)</b> to perform other duties as may be assigned from time to time by immediate supervisors	KSU-Bulanao Campus

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 **July 5, 2022**.

1. 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](http://www.csc.gov.ph);
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

**RONALDO B. DALUPING**  
Administrative Officer II/ HRMO-Designate  
KSU-Main Campus, National Highway, Purok 6,  
Bulanao, Tabuk City, Kalinga  
[hrmomail@ksu.edu.ph](mailto:hrmomail@ksu.edu.ph)

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

JUN 24 2022