

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



CIVIL SERVICE COMMISSION - CAR
CSC FO-Kalinga

RECEIVED

Date: 9 OCT 2022 Time: 12:00 PM
Docket/Control No. KAL-DUP-2022-024

RONALDO B. DALUPING

Human Resource Management Officer I

CHRISTIAN ROMAZO DACANAY

Administrative Assistant II

Date: October 19, 2022

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:

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 AIDE V	KASCB-ADA5-12-2013	05	15,909.00	Completion of two years studies in college or high school graduate with relevant trade/vocational course	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	Core Competencies (Statement of Duties and Responsibilities): 1) provisions of clerical support and performance of the functions of an administrative aide; 2) Directs the evaluation and reporting of DTR records and administers personnel attendance monitoring and reporting; 3) Receives and process leave applications and cause the submission of employees' leave status on a regular basis; 4) Directs the action on retirement, separation, awards, claims, fringe benefits, and other personnel benefits; 5) performs other duties within the bounds of law that immediate supervisor may assign.	Office for Administrative Services

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 **October 29, 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;
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

Human Resource Management Officer I

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

hrmmail@ksu.edu.ph

Date of Publication: 18 OCT 2022

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.