

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

Electronic copy to be submitted to the CSC, PO must be in MSSE (50) Kalinga

CIVIL SERVICE COMMISSION - CAR
RECEIVED
13 OCT 2022
Date: 13 OCT 2022
Docket/Control No. KAL-PUB-2022-0223
By: CHRISTIAN ROMANI DACANAY
RONALDO B. DALUPING Name: Signature of Proponent II
Human Resource Management Officer I

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:

Date: **October 13, 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	
1	ADMINISTRATIVE ASSISTANT II	KASCB-ADAS2-3-2006	08	18,998.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Office for Administrative Services
								Core Competencies: Performs the expected duties and responsibilities of a Human Resource Management Assistant: 1) Acts as PRIME-HRM mover for Core HR Systems of the University; 2) Takes charge of the periodic preparation and systematic filing of payrolls; 3) directs the receipt, downloading, posting, and filing of billings from various entities and systems; 4) Prepares corresponding remittances and vouchers, submits and uploads the same to concerned entities and systems, and maintains an organized filing system of these documents for easy and readily-available retrieval; 5) Assists and/or acts on employees' concerns/requests, i.e., pay slips and certifications, within the reglementary period; 6) perform other duties within the bounds of law that immediate supervisor may assign.	

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 24, 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
hrmomail@ksu.edu.ph

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