

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

**RECEIVED**

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: 8/10/23 Time: \_\_\_\_\_  
Docket/Control No. \_\_\_\_\_  
By: \_\_\_\_\_

**EDUARDO TACLAWAN BAGTANG, CPA, DBM** Name, Signature & Position  
SUC President III

Date: **August 10, 2023**

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experienc e	Eligibility		Competency (if applicable)
1	Instructor I	KASCB-INST1-71-2016	12	29,165.00	Master's degree in Engineering major in Civil Engineering	None required	None required	RA No. 1080 (Civil Engineer)	Technical Competencies (Statement of Duties and Responsibilities): 1) Instruction (Handling of equivalent Fulltime Teaching per semester); preparation and submission of Syllabus on time; updating of Syllabus through the addition of new topics; prepare Instructional Materials (IM) per semester; implement approved IM per semester; preparation of Modules per semester; evaluation of Learning through quizzes, assignment, examinations, and other academic requirements; attend trainings, seminars or conferences; achievement of awards; complete advanced studies; submission of reports (grading sheets, attendance and class records); 2) Research, Innovation and/or Creative Work: Number of research proposals submitted and approved; number of research completed within the semester; number of research output presented in AIHR; 3) Extension: Number of extension proposals submitted and approved; 4) Strategic functions: Support to Quality Assurance (AACUP Accreditation, ISO, Professional Competence, Employability of Graduates); Support to Internationalization; 5) Support Functions: Submit administrative requirements (PDS, SALN, DTR, Leave form, IPCR, and other reports) regularly; attend and participate in school activities (Foundation day, Commencement Exercise, Baccalaureate, meetings, and others); complete wearing of prescribed uniform; and join in 5S/clean and green activities; and 6) Professional Development	College of Engineering and Information Technology, Bulanao Campus
2	Instructor I	KASCB-INST1-24-2016	12	29,165.00	Master's degree in Agricultural Engineering	None required	None required	RA No. 1080 (Agricultural and Biosystems Engineer)	Technical Competencies (Statement of Duties and Responsibilities): 1) Instruction (Handling of equivalent Fulltime Teaching per semester); preparation and submission of Syllabus on time; updating of Syllabus through the addition of new topics; prepare Instructional Materials (IM) per semester; implement approved IM per semester; preparation of Modules per semester; evaluation of Learning through quizzes, assignment, examinations, and other academic requirements; attend trainings, seminars or conferences; achievement of awards; complete advanced studies; submission of reports (grading sheets, attendance and class records); 2) Research, Innovation and/or Creative Work: Number of research proposals submitted and approved; number of research completed within the semester; number of research output presented in AIHR; 3) Extension: Number of extension proposals submitted and approved; 4) Strategic functions: Support to Quality Assurance (AACUP Accreditation, ISO, Professional Competence, Employability of Graduates); Support to Internationalization; 5) Support Functions: Submit administrative requirements (PDS, SALN, DTR, Leave form, IPCR, and other reports) regularly; attend and participate in school activities (Foundation day, Commencement Exercise, Baccalaureate, meetings, and others); complete wearing of prescribed uniform; and join in 5S/clean and green activities; and 6) Professional Development	College of Engineering and Information Technology, Bulanao Campus
3	Instructor I	KASCB-INST1-69-2016 (Anticipated Vacancy)	12	29,165.00	Master's degree in Architecture	None required	None required	RA No. 1080 (Architect)	Technical Competencies (Statement of Duties and Responsibilities): 1) Instruction (Handling of equivalent Fulltime Teaching per semester); preparation and submission of Syllabus on time; updating of Syllabus through the addition of new topics; prepare Instructional Materials (IM) per semester; implement approved IM per semester; preparation of Modules per semester; evaluation of Learning through quizzes, assignment, examinations, and other academic requirements; attend trainings, seminars or conferences; achievement of awards; complete advanced studies; submission of reports (grading sheets, attendance and class records); 2) Research, Innovation and/or Creative Work: Number of research proposals submitted and approved; number of research completed within the semester; number of research output presented in AIHR; 3) Extension: Number of extension proposals submitted and approved; 4) Strategic functions: Support to Quality Assurance (AACUP Accreditation, ISO, Professional Competence, Employability of Graduates); Support to Internationalization; 5) Support Functions: Submit administrative requirements (PDS, SALN, DTR, Leave form, IPCR, and other reports) regularly; attend and participate in school activities (Foundation day, Commencement Exercise, Baccalaureate, meetings, and others); complete wearing of prescribed uniform; and join in 5S/clean and green activities; and 6) Professional Development	College of Engineering and Information Technology, Bulanao Campus

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experienc e	Eligibility		Competency (if applicable)
4	Instructor I	KASCB-INST1-84-2016 (Anticipated Vacancy)	12	29,165.00	Master's degree in Accountancy or business related course	None required	None required	RA No. 1080 (Certified Public Accountant)	Technical Competencies (Statement of Duties and Responsibilities): 1) Instruction (Handling of equivalent Fulltime Teaching per semester); preparation and submission of Syllabus on time; updating of Syllabus through the addition of new topics; prepare Instructional Materials (IM) per semester; implement approved IM per semester; preparation of Modules per semester; evaluation of Learning through quizzes, assignment, examinations, and other academic requirements; attend trainings, seminars or conferences; achievement of awards; complete advanced studies; submission of reports (grading sheets, attendance and class records); 2) Research, Innovation and/or Creative Work: Number of research proposals submitted and approved; number of research completed within the semester; number of research output presented in AIHR; 3) Extension: Number of extension proposals submitted and approved; 4) Strategic functions: Support to Quality Assurance (AACUP Accreditation, ISO, Professional Competence, Employability of Graduates); Support to Internationalization; 5) Support Functions: Submit administrative requirements (PDS, SALN, DTR, Leave form, IPCR, and other reports) regularly; attend and participate in school activities (Foundation day, Commencement Exercise, Baccalaureate, meetings, and others); complete wearing of prescribed uniform; and join in 5S/clean and green activities; and 6) Professional Development	College of Business Administration and Accountancy, Dagupan Campus
5	Instructor I	KASCB-INST1-29-2016 (Anticipated Vacancy)	12	29,165.00	Master's degree in Information Technology	None required	None required	CSP (Second Level)/ RA No. 1080	Technical Competencies (Statement of Duties and Responsibilities): 1) Instruction (Handling of equivalent Fulltime Teaching per semester); preparation and submission of Syllabus on time; updating of Syllabus through the addition of new topics; prepare Instructional Materials (IM) per semester; implement approved IM per semester; preparation of Modules per semester; evaluation of Learning through quizzes, assignment, examinations, and other academic requirements; attend trainings, seminars or conferences; achievement of awards; complete advanced studies; submission of reports (grading sheets, attendance and class records); 2) Research, Innovation and/or Creative Work: Number of research proposals submitted and approved; number of research completed within the semester; number of research output presented in AIHR; 3) Extension: Number of extension proposals submitted and approved; 4) Strategic functions: Support to Quality Assurance (AACUP Accreditation, ISO, Professional Competence, Employability of Graduates); Support to Internationalization; 5) Support Functions: Submit administrative requirements (PDS, SALN, DTR, Leave form, IPCR, and other reports) regularly; attend and participate in school activities (Foundation day, Commencement Exercise, Baccalaureate, meetings, and others); complete wearing of prescribed uniform; and join in 5S/clean and green activities; and 6) Professional Development	Department of Information Technology

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter, **arranged and properly labeled/tabbed, in three (3) copies**, and send them to the address below not later than **August 22, 2023 (Tuesday) at 5 PM**. Applicants are advised to bring original copies of their documents while submitting their application portfolio for validation by the Secretariat of the Faculty HRMPBSB.

1. **Letter of Intent** addressed to the University President, *original copy*, duly signed (*kindly indicate the specific Position Title and Item Number you wish to apply*);
2. **Personal Data Sheet (PDS)**, *original copy*, with recent passport-sized picture (CS Form No. 212, Revised 2017), including **Work Experience Sheet**, duly signed and certified. Forms can be downloaded at
3. **Photocopy of Performance ratings (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. **Photocopy of Service Records/ Certificate(s) of Employment** from current/ previous employer, **Contract of Service, or MOA/MOU**, whichever is/are applicable;
5. **Photocopy of Proofs of Outstanding Accomplishments/ Meritorious Accomplishments**;
6. **Photocopy of scholastic/academic records such as but not limited to Transcript of Records (TOR) and Diploma**, including **graduate and post-graduate units/studies**, if applicable;
7. **Photocopy of Certificate(s) of eligibility/rating/license**, updated and duly authenticated by the issuing agency;
8. **Photocopy of 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. **Checklist of Requirements and Omnibus Sworn Statement** on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy consent pursuant to RA No. 10173 or the Data Privacy Act of 2012, notarized by the authorized official (pdf format is downloadable at: <https://ksu.edu.ph/job-vacancy/checklist-requirements-and-oss>).

**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, Purok  
 6, Bulanao, Tabuk City, Kalinga  
[hrmmail@ksu.edu.ph](mailto:hrmmail@ksu.edu.ph)

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