

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

Electronic copy to be submitted to the CSC FO, must be in MS Excel format
CIVIL SERVICE COMMISSION - CAR
CSC FO - Kalinga

RECEIVED
Date: 17 JAN 2023
Docket/Control No.:
By: CHRISTIAN ROMAN PACANAY
Administrative Assistant II

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.

EDUARDO TACLAWAN BAGTANG, CPA, DEMA
SUC President III

Date: **January 16, 2023**

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 IV	KASCB-ADA4-17-2004	04	15,586.00	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): Provisions of clerical support and performance of the functions of an administrative aide as follows: 1) Directs the receipt, monitoring, evaluation and reporting of employees' DTR records; 2) Administers employees attendance' recording, monitoring and reporting during university activities; 3) Receives and facilitates the processing of leave applications and cause the submission of employees' leave status on a regular basis; 4) performs other duties within the bounds of law that immediate supervisor may assign.	Office for Administrative Services
2	Guidance Counselor I	KASCB-GUIDC1-3-2022	11	27,000.00	Master's Degree in Guidance and Counseling (MC No. 02, s. 2017)	None Required	None Required	RA 1080 (Guidance Counselor)	Core Competencies: Accountability, Customer Service Excellence, Building Partnership and Linkage, Environmental Awareness, Commitment to Learning, Values and Ethics and Work Management/ Leadership Competencies: Communicative, Emotional Maturity, Health, Safety and Risk Management, People First, Stewardship of Resources, Integrity, Stress Management, Teamwork/ Technical Competencies (Statement of Duties and Responsibilities): 1) Supervises the guidance program and coordinate counseling work; 2) Studies the needs of the guidance services and makes necessary recommendations; 3) Counsels students concerning their education, moral and physical problems; 4) Leads in the continuous enrichment of unit resources/ approaches/ methodologies and techniques in counseling, testing, ground guidance/dynamics, and other guidance services; 5) Develop or undertake research concerning guidance and counseling; 6) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Kalinga State University
3	Guidance Counselor I	KASCB-GUIDC1-12-2012	11	27,000.00	Master's Degree in Guidance and Counseling (MC No. 02, s. 2017)	None Required	None Required	RA 1080 (Guidance Counselor)	Core Competencies: Accountability, Customer Service Excellence, Building Partnership and Linkage, Environmental Awareness, Commitment to Learning, Values and Ethics and Work Management/ Leadership Competencies: Communicative, Emotional Maturity, Health, Safety and Risk Management, People First, Stewardship of Resources, Integrity, Stress Management, Teamwork/ Technical Competencies (Statement of Duties and Responsibilities): 1) Supervises the guidance program and coordinate counseling work; 2) Studies the needs of the guidance services and makes necessary recommendations; 3) Counsels students concerning their education, moral and physical problems; 4) Leads in the continuous enrichment of unit resources/ approaches/ methodologies and techniques in counseling, testing, ground guidance/dynamics, and other guidance services; 5) Develop or undertake research concerning guidance and counseling; 6) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Kalinga State University

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4	Medical Officer IV	KASCB-MDOF4-23-2022	23	80,003.00	Doctor of Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080 (Physician)	<p>Core Competencies: Knowledge and skills in public health administration, program management and national health programs; Ability in health promotion and health education; Proficient in oral and written communication; Ability to apply quality improvement/</p> <p>Leadership Competencies: With positive work attitude and can work under pressure; Implements applicable and stated or communicated processes and policies; With good interpersonal relationship; Ability to respond positively to the call of challenges of the KSU's goal/</p> <p>Technical Competencies (Statement of Duties and Responsibilities): 1) Formulates annual health plan for specific health programs in KSU, i.e., Covid-19 protocols, mandatory health check up of students every semester; 2) Leads the Medical Health Units and guides the College of Health and Natural Sciences in implementation of public health programs, and educates them on health issues and indicators such as statistics on prevalent diseases and university operations; 3) Provides or conduct medical examination and provide health information, lecture and orientation to all students and personnel in the university and issue a medical certificate upon request; 4) Attend to medical consultation, diagnosis, and treatment of minor ailment of students and personnel; 5) Maintain medical clinics in the campuses of the university, i.e., monitor the activities of university nurses and dentists on proper practices through periodic field inspections and other methods deemed appropriate; 6) Collaborates with the university officials and participates in formulating plans, monitors official resolutions, and supports other health or environment-related programs; 7) Coordinates with the local government, other government agencies, NGOs and other stakeholders and inetgrated health program implementation in KSU; 8) Monitors and evaluates the implementation of health programs and projects by evaluating and consolidating accomplishment reports, and other methods; 9) Develops referral systems to ensure patient access to advance health facilities when necessary; and 10) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others).</p>	Kalinga State University
5	Instructor I	KASCB-INST1-5-2016	12	29,165.00	Master's degree in the field/area of specialization (Bachelor's Degree in Forensic Science and allied Master's Degree)	None Required	None Required	CSP Second Level/ RA 1080	<p>Technical Competencies (Statement of Duties and Responsibilities): 1) STRATEGIC FUNCTION: Support to Quality Assurance (AACUP Accreditation, ISO, Professional Competence, Employability of Graduates); Support to Internationalization; 2) CORE FUNCTIONS: 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; uploading of modules on time; 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); 3) Research (Plus Faxctor): Number of research proposals submitted and approved; number of research completed within the semester; number of research output presented in AIHR; number of research outputs published in CHED-recognized journal (Local, National or International); number of research outputs patented/adopted; and number of reports submitted; 4) Extension: Number of extension proposals submitted and approved; number of extension activities completed within the semester; number of extension output presented in AIHR; number of extension outputs published in CHED-recognized journal (Local, National or International); number of extension outputs patented/adopted; Number of reports submitted; and 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.</p>	College of Criminal Justice Education, Bulanao Campus

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6	Instructor I	KASCB-INST1-2-2016	12	29,165.00	Master's degree in the field/area of specialization (Master in Agricultural and Biosystem Engineering)	None Required	None Required	RA 1080 (Professional Agricultural Engineer)	Technical Competencies (Statement of Duties and Responsibilities): 1) STRATEGIC FUNCTION: Support to Quality Assurance (AACUP Accreditation, ISO, Professional Competence, Employability of Graduates); Support to Internationalization; 2) CORE FUNCTIONS: 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; uploading of modules on time; 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); 3) Research (Plus Faxtor): Number of research proposals submitted and approved; number of research completed within the semester; number of research output presented in AIHR; number of research outputs published in CHED-recognized journal (Local, National or International); number of research outputs patented/adopted; and number of reports submitted; 4) Extension: Number of extension proposals submitted and approved; number of extension activities completed within the semester; number of extension output presented in AIHR; number of extension outputs published in CHED-recognized journal (Local, National or International); number of extension outputs patented/adopted; Number of reports submitted; and 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.	College of Criminal Justice Education, 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 **January 26, 2023**.

1. **Letter of Intent**, duly signed
2. **Personal Data Sheet (PDS)** with recent passport-sized picture (CS Form No. 212, Revised 2017), including Work Experience Sheet, duly signed and certified. Forms can be downloaded at www.csc.gov.ph;
3. **Performance ratings (OPCR/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. **Service Records/ Certificate(s) of Employment**, updated and duly certified, from current/ previous employer;
5. **Proofs of Outstanding Accomplishments/ Meritorious Accomplishments**;
6. **Transcript of Records (TOR)**, authenticated and certified in the College level/ Post Graduate Studies - Master's Degree/ Doctoral Degree;
7. **Certificate(s) of eligibility/rating/license**, updated and duly authenticated by the issuing agency;
8. **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. **Omnibus Certification**, duly notarized by a Notary Public, that all documents submitted for evaluation are true and authentic copies.

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, National
 Highway, Purok 6, Bulanao, Tabuk City, Kalinga
hrrmomail@ksu.edu.ph

Date of Publication: 16 JAN 2023

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.