



KALINGA STATE UNIVERSITY



NOTICE OF VACANCY POSITIONS

Title, Monthly Salary, and Item No. of Position	Education	Eligibility	Training	Experience	Place of Assignment
Administrative Officer I (Cashier I)/ ₱23,176.00/ KASCB-ADOF1-9-2004	Bachelor's degree relevant to the job	Career Service Professional (Second Level Eligibility)	None required	None required	Cashiering Unit, Office for Administrative Services, Bulanao Campus
Duties and Responsibilities of the Position	<p>Core Competencies: Professional integrity in handling money matters; financial management skills; internal control; Knowledge of COA and DBM and other accounting and budgeting rules and regulations// Leadership Competencies: Leadership Skills, Problem-Solving and Decision Making// Technical Competencies: 1) Follow the higher administrative officers to ensure all approved disbursement vouchers are prepared with check or ADA; 2) Lead Officer for the transmittal of check and ADA disbursement reports and the related disbursement vouchers with supporting official receipts/proof of payments; 3) Responsible for the custody of unpaid vouchers and checks custody of paid disbursement vouchers; 4) Ensure that checks are conveyed to respective payees and ADA transmitted to the bank; 5) Serve as public relations contact in relation to verification from departments, external clients on disbursement such as payrolls and checks issued; 6) Accountable Officer for the maintenance of checks and ADA disbursement records; 7) Assist in the preparation and monitoring of monthly accomplishments and other reports in cashiering office; 8) Receives collection and deposits in the university's servicing banks; 9) Maintains a complete record of collection and deposit and submit a report of the same; 10) Maintains a complete record of cash and check disbursements and submit a report of the same; 11) Perform other related functions that may be assigned to him by higher authorities; and 12) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others).</p>				





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Administrative Officer I/ ₱23,176.00/ KASCB-ADOF1-10-2004	Bachelor's degree relevant to the job	Career Service Professional (Second Level Eligibility)	<i>None required</i>	<i>None required</i>	Procurement Management Unit, Office for Administrative Services, Bulanao Campus
Duties and Responsibilities of the Position	<p>Core Competencies: Proficient in oral and written communication; Updated trainings in procurement law; and completed at least the Level 1 of the Public Procurement Specialist Certification Course// Leadership Competencies: Leadership Skills, Problem Solving and Decision Making// Technical Competencies: 1) Assists in directing, supervising, and managing all procurement activities of the University by acting as a Chairperson of the Contract Management of the Procurement Unit; 2) Assists in the compliance and enforcement of the university's procurement policies and procedures, i.e., ensure that all procurements are in line with the APP; 3) Assists in the preparation of procurement periodic reports on PMR and APCPI and ensure timely submission to DBM; 4) Monitors compliance with the terms and conditions of the procurement contracts; 5) Contact suppliers or service providers on the schedule or expedite deliveries of goods and services and resolve shortages, missed or late deliveries as well as other potential problems; 6) Tracks the status of purchase requisitions, purchase orders, and contracts, and submits recommendations citing appropriate actions based on Procurement and COA laws; 7) Ensures coordination with the Project Management Unit on timely implementation of infrastructure projects including liquidated damages; 8) Assists in coordinating with the SPMO and end-users for the acceptance of goods and services; 9) Reviews completeness of documents on completed contracts and coordinates with the Finance Unit for payment of such contracts; 10) Prepares and enforces all phases of the procurement process, activities, and milestones and submits/reports to relevant agencies and/or end-users, when required; 11) Prepares appropriate action on the COA audit and observations findings including procurement issues of the University; 12) Initiates review and assessment of performance and recommends sanctions to the University President, through the BAC, against erring suppliers, contractors, and consultants, including drafting of resolutions on contract extension and forfeiture of performance security and blacklisting; 13) Assists in the contract management activities of its satellite campuses and provides technical support when necessary; 14) Prepares, reviews and maintains purchase and delivery documentation and price lists for future references and audits; 15) Assists in the custodian of procurement documents and other records ensuring that all procurements undertaken by the Procuring Entity are properly documented; 16) Perform other related functions that may be assigned to him by higher authorities; and 17) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others).</p>				





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NOTICE OF VACANT POSITIONS

Title, Monthly Salary, and Item No. of Position	Education	Eligibility	Training	Experience	Place of Assignment
Administrative Assistant II (Human Resource Management Assistant)/ ₱19,744.00/ KASCB-ADAS2-3-2006	Completion of two-year studies in college	Career Service Sub-Professional (First Level Eligibility)	4 hours of relevant training	1 year of relevant experience	Human Resource Management Unit, Office for Administrative Service, Bulanao Campus
Duties and Responsibilities of the Position	<p>Technical Competencies: 1) Serves as Administrative Assistant to the unit by providing or overseeing reception services (attending or catering to the needs of the office guests/visitors/clients); 2) Maintains the supervisor's calendar; 3) Provides clerical and administrative support to HR executives; 4) Compile and update employee records (hard and soft copies); 5) Act as liaison between HR and employees, ensuring smooth communication and prompt resolution of requests and questions; 6) Prepares subsistence allowance for permanent employees; 7) Post PhilHealth remittance to PHIC Electronic Premium Remittance System (EPRS) for regular employees and update their online records as applicable; 8) Download billings and upload monthly remittances to GSIS EBCS (Electronic Billing and Collection System); 9) Prepares Notices of Step Increment (NOSI)/ Salary Adjustments (NOSA); 10) Consolidate records of government remittance and keep updated filing system of the same; 11) Prepares report for entitlement of Honoraria; 12) Facilitates benefits for employees (Health Insurance, GSIS, Philhealth claims, and other benefits); 13) Consolidates/ prepares the list of employees who submitted Statement of Assets, Liabilities and Networth (SALN) for submission to the Ombudsman and Central Office; 14) Record and disseminate correspondences, reports, and other documents prepared by supervisors; 15) Organize and maintain paper and electronic filing systems initiating recurring administrative processes; 16) Prepare vouchers and requisitions; 17) Does other jobs as directed by immediate supervisors; and 18) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others).</p>				





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Title, Monthly Salary, and Item No. of Position	Education	Eligibility	Training	Experience	Place of Assignment
Administrative Assistant II (Disbursing Officer II)/ ₱19,744.00/ KASCB-ADAS2-5-2010	Completion of two-year studies in college	Career Service Sub-Professional (First Level Eligibility)	<i>4 hours of relevant training</i>	<i>1 year of relevant experience</i>	Cashiering Unit, Office for Administrative Service, Bulanao Campus
Duties and Responsibilities of the Position	<p>Core Competencies: Professional integrity in handling money matters; financial management skills; Knowledge of COA and DBM and other accounting and budgeting rules and regulations// Technical Competencies: 1) Prepares checks or ADA of various payees for disbursement vouchers; 2) Prepares reports of checks and ADA issued, transmits to the accounting office and file the same; 3) Prepares report of accountable form for checks; 4) Monitors the inventory of checks, prepares request for check books, and claims the same from bank; 5) Maintains checks and ADA disbursement records; 6) Takes custody of disbursement vouchers, stamps “PAID” of all paid disbursement vouchers and transmits the same to the accounting office; 7) Prepares purchase requests and monitors procurement concerns of the office; 8) Maintains records of cancelled checks and “borrowed” vouchers; 9) Releases checks to suppliers, employees and other payees, upon instruction of the Cashiering Unit Head; 10) Prepares minutes of meeting during the meetings of Cashiering Unit; 11) Perform other related functions that may be assigned to him by higher authorities; and; 12) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others).</p>				

