



# KALINGA STATE UNIVERSITY



NOTICE OF VACANT POSITIONS

Title, Monthly Salary, SG, and Item No. of Position	Education	Eligibility	Training	Experience	Duties and Responsibilities of the Position	Place of Assignment
<p>Accountant II/            ₱ 39,672.00/            SG 16/            KASCB-A2-4-2022</p>	<p>BS            Accountancy/            BSC-            Accounting/            BSBA-            Accounting</p>	<p>RA1080            (Certified            Public            Accountant)</p>	<p>4 hours            of            relevant            training</p>	<p>1 year of            relevant            experience</p>	<p><b>Core Competencies:</b> Common Knowledge and Skills in Labor standards and updates, and CSC policies and standards; Common Knowledge and Skills in Labor Standards updates, CSC policies and standards; and basic Knowledge and Skills in Business correspondence, Records management, and Basic computer knowledge/  <b>Leadership Competencies:</b> Leadership Skills/  <b>Technical Competencies (Statement of Duties and Responsibilities):</b>            1) Implements existing accounting and auditing rules and regulations;            2) Prepares and checks the accuracy of entries to ledger accounts and reconciles subsidiary ledger accounts to the general ledger and ascertains whether accounting rules and regulations are complied with and observed; 3) Maintains financial records and ensures that financial transactions are properly recorded; 4) Prepares Reports of Receipts, Disbursements, balance sheets, profit, and loss statements, and other financial reports; 5) Monitors Cash Advances; 6) Reviews liquidation reports and prepares Journal Entry Vouchers; 7) Reviews reimbursements and supporting documents; 8) Assists in the review of schedule of remittances, payables, and other accounting entries; 9) Assist in the supervision and guide lower-level accounting staff to excel in their tasks; 10) Perform other related functions that may be assigned to him by higher authorities; and 11) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)</p>	<p>Bulanao            Campus            (Accounting            Unit)</p>





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<p>Registrar II/            ₱ 36,619.00/            SG 15/            KASCB-R2-1-2002</p>	<p>Bachelor's degree</p>	<p>Career Service Professional (Second Level Eligibility)</p>	<p>4 hours of relevant training</p>	<p>1 year of relevant experience</p>	<p><b>Core Competencies:</b> Common Knowledge and Skills in Students' MIS; CHED policies and standards; basic Knowledge and Skills in Business correspondence, Records management, and Basic computer knowledge/  <b>Leadership Competencies:</b> Leadership Skills/  <b>Technical Competencies (Statement of Duties and Responsibilities):</b> 1) Evaluate scholastic records of students, including entrance certificates and college transcripts of the students; 2) Assist the university registrar from admission to conferment of degrees; 3) Interpret terms and conditions for enrollment; 4) Ascertain fulfillment of registration requirements, including removal of conditions before admission; 5) Direct preparation of diplomas; 6) Edit and supervises the preparation of catalogues, directories, announcements, etc.; 7) Make annual reports; 8) Participate in the formulation of policies, rules and regulations; 9) Perform other related functions that may be assigned to him by higher authorities; 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>	<p>Registrar's Office (Dagupan Campus)</p>





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Administrative Officer IV/ ₱ 36,619.00/ SG 15/ KASCB-ADOF4-1-2015	Bachelor's degree relevant to the job	RA 1080/ Career Service Professional Eligibility	<i>4 hours of relevant training</i>	<i>1 year of relevant experience</i>	<b>Technical Competencies (Statement of Duties and Responsibilities):</b> 1) Serve as the link between the university and the students/clientele as well as the university and the staff to determine the level of client satisfaction with the university services; 2) Analyze the information and data gathered by the QMS task force committees and heads of colleges, and offices through monitoring and Internal Quality Audit conducted; 3) Inform management on how the system is performing concerning quality and suggest improvements that could be made; 4) Assist the QA director in ensuring the plans and activities of the office are monitored, analyzed, and communicated; 5) Raise the culture of quality assurance in the university through the reward system; 6) Initiate and schedule the conduct of management reviews; 7) Engage with professional expert networks within and outside the university; 8) Write reports and guidance on pertinent areas under the direction of the director of the QA; 9) Participate in institutional initiatives working for parties and committees; 10) Perform other duties assigned by higher authorities; and 11) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	Quality Assurance Office (Bulanao Campus)





Title, Monthly Salary, SG, and Item No. of Position	Education	Eligibility	Training	Experience	Duties and Responsibilities of the Position	Place of Assignment
<p><b>Guidance Counselor I/</b> <b>₱27,000.00/</b> <b>SG 11/</b> KASCB-GUIDC1-3-2022</p>	<p>Master's Degree in Guidance and Counseling (MC No. 02, s. 2017)</p>	<p>RA 1080 (Guidance Counselor)</p>	<p>None required</p>	<p>None required</p>	<p><b>Core Competencies:</b> Accountability, Customer Service Excellence, Building Partnership and Linkage, Environmental Awareness, Commitment to Learning, Values and Ethics and Work Management/</p> <p><b>Leadership Competencies:</b> Communicative, Emotional Maturity, Health, Safety and Risk Management, People First, Stewardship of Resources, Integrity, Stress Management, Teamwork/</p> <p><b>Technical Competencies (Statement of Duties and Responsibilities):</b> 1) Supervise the guidance program and coordinate counseling work; 2) Study the needs of the guidance services and make necessary recommendations; 3) Counsel students concerning their education, moral and physical problems; 4) Lead 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)</p>	<p>Kalinga State University</p>





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<p><b>Guidance Counselor I/</b>  <b>₱27,000.00/</b>  <b>SG 11/</b>            KASCB-GUIDC1-12-2012</p>	<p><b>Master's Degree in Guidance and Counseling (MC No. 02, s. 2017)</b></p>	<p><b>RA 1080 (Guidance Counselor)</b></p>	<p><i>None required</i></p>	<p><i>None required</i></p>	<p><b>Core Competencies:</b> Accountability, Customer Service Excellence, Building Partnership and Linkage, Environmental Awareness, Commitment to Learning, Values and Ethics and Work Management/</p> <p><b>Leadership Competencies:</b> Communicative, Emotional Maturity, Health, Safety and Risk Management, People First, Stewardship of Resources, Integrity, Stress Management, Teamwork/</p> <p><b>Technical Competencies (Statement of Duties and Responsibilities):</b> 1) Supervise the guidance program and coordinate counseling work; 2) Study the needs of the guidance services and make necessary recommendations; 3) Counsel students concerning their education, moral and physical problems; 4) Lead 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)</p>	<p><b>Kalinga State University</b></p>





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<b>Administrative Assistant II (Property Custodian)/</b> <b>₱19,744.00/</b> <b>SG 08/</b> KASCB-ADAS2-4-2006	<b>Completion of two-year studies in college</b>	<b>Career Service Sub-Professional (First Level Eligibility)</b>	<b>4 hours of relevant training</b>	<b>1 year of relevant experience</b>	<b>Core Competencies:</b> Proficient in MS Office Applications and system// <b>Technical Competencies:</b> 1) To assist in monitoring supply inventories and recommend preparing procurement requests at PS-DBM or external suppliers; 2) Supervise the maintenance of storage areas for supplies and properties to ensure the security and safety of supplies; 3) Lead the conduct of inventories and maintains an updated inventory record of properties (e.g. furniture and fixtures, vehicles) and equipment (computers, printers) by following the prescribed process and pertinent laws, rules, and regulations to establish accountability and inclusion of the property in the books of accounts; 4) Keeps records of accountability of officials and employees on property issuances for issuance of clearance; 5) Ensure the timely renewal of licenses of firearms owned by KSU; 6) Ensure the timely registration of insurance for all vehicles and buildings; 7) Certify and guarantee the disposal of unserviceable equipment through public auction; 8) Sign inspection reports, property return slips, and waste material reports; 9) Performs document management, filing, scanning, and data entry to the system; 10) Monitors performance of suppliers and satisfaction of management and staff on procured resources for feedback to suppliers towards continuous improvement; 11) Ensure the timely submission of reports on the semi-annual inventory of merchandise, annual physical inventory of Property, Plant, and Equipment (PPE), Monthly issuances of sports supplies, a summary of issued supplies; 12) Perform other related functions that may be assigned to him/her by higher authorities; and 13) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others).	<b>Bulanao Campus (Supply and Property Management Office)</b>





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<b>Administrative Aide IV/</b> <b>₱ 15,586.00/</b> <b>SG 04/</b> KASCB-ADA4-17-2004	<b>High School Graduate or Completion of relevant vocational/ trade courses</b>	<b>Relevant MC 10, s. 2013</b>	<b>None Required</b>	<b>None Required</b>	<b>Technical Competencies:</b> 1) Act as a manager in the rental services of guest houses, lodgings, university facilities and hostels identified as IGP of the university; 2) Maintain the cleanliness and operations of the Research and Development Hostel, including making beds, emptying trash, cleaning and disinfecting surfaces, vacuuming and mopping floors, and replenishing towels and toiletries; 3) Clean other public areas of the hotel, such as hallways, lobbies, restrooms, and common areas; 4) Maintaining supplies and equipment by ensuring that they are properly stocked and maintained and reporting any broken or malfunctioning equipment to supervisors; 5) Perform other related functions that may be assigned to him/her by higher authorities; and 6) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)	<b>Business Affairs Office (Bulanao Campus)</b>

