

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

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:

**RONALDO B. DALUPING**  
HRMO

Date: **February 4, 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 AIDE IV	KASCB-ADA4-13-2013	4	14993	Bachelor's Degree Holder	None Required	None Required	Career Service (Subprofessi onal) first level	Bulanao Campus
2									
3									
4									
5									
6									
7									
8									
9									
10									

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 **February 14, 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](http://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**  
Administrative Officer I/ HRMO-Designate  
KSU-Main Campus, National Highway, Purok 6,  
Bulanao, Tabuk City, Kalinga  
[hrmomail@ksu.edu.ph](mailto:hrmomail@ksu.edu.ph)

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

DATE OF PUBLICATION  
FEB 04 2022