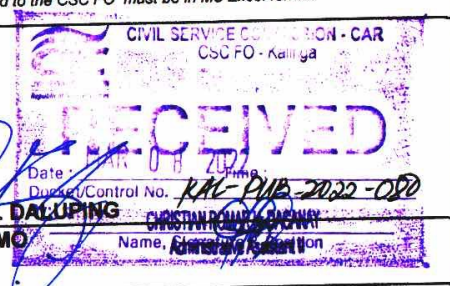


Republic of the Philippines
KALINGA STATE UNIVERSITY
Request for Publication of Vacant Positions

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: **March 7, 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		Competency (if applicable)
1	Accountant II	KASCB-A2-4-2022	16	38,150.00	BS Accountancy/ BSC- Accounting/ BSBA- Accounting	One (1) Year Relevant Experience	Four (4) Hours of Relevant Training	RA 1080 (CPA)	<p>Core Competencies: Dedication and commitment; Self-awareness and personal clarity; Building Trust and understanding Others; Proficient in oral and written communication; Knowledgeable of the proper communication channels of the University; Learning to Learn, Conceptual skills, Critical thinking skills, Analytical thinking, Problem Solving, Strategic Thinking, Decision Making, Judgment or Discernment, Resourcefulness, Objectivity; Attention to detail, Care and Concern, Confidentiality, Cost-consciousness, Work Standards; Must be computer-literate/ Leadership Competencies: Accountability, Integrity/ Ethics, Vision/ Strategy, Results Focus, Judgment/ Technical Competencies (Statement of Duties and Responsibilities): 1) Analyze and verify consolidated financial statements, supporting schedules, and reports of the university and implementing units (IU) by examining the accuracy, validity, and appropriateness of income, expenditure, and other transactions and checking the proper recording of such in the respective book of accounts to provide management with reliable and timely reports for making informed decisions and proper utilization of government funds; 2) Reviews and monitors periodically the entries and maintenance in journals, general ledgers, subsidiary ledgers, and the related account schedules to check status and quality assure entries; 3) Implement administrative and financial policies regarding control of allotments, expenditures, and collection of revenues from the various department of the University; 4) Reviews and recommends approval and issuance of memos and guidelines related to the financial system implementation and maintenance to guide personnel utilizing the system; 5) Certify availability of funds for all disbursements; 6) Act as technical adviser on financial matters; 7) Prepares up to date bank reconciliations of all accounts maintained by the University; 8) Prepare and ensure timely submission of all financial reports to overseeing body, i.e., COA, DBM, Congress, Senate, PASUC, CHED, GSIS, PAG-IBIG, SSS, BOR, and other agencies or authorities; 9) Assist in the preparation of budget estimates and attend budget hearings; 10) Prepares replies to Audit Observation Memorandum (AOM), requests and endorsements, and other communications from other agencies; 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>	KSU-Bulanao Campus
2	Administrative Aide III	KASCB-ADA3-12- 2013	03	14,125.00	Elementary School Graduate	None Required	None Required	None Required (MC No. 10, s. 2013 - Cat. III)	N/A	KSU-Bulanao Campus
3	Administrative Aide IV (Reproduction Machine Operator II)	KASCB-ADA4-1-2022	04	14,993.00	Elementary School Graduate	None Required	None Required	None Required (MC No. 10, s. 2013 - Cat. III)	<p>Technical Competencies (Statement of Duties and Responsibilities): 1) Operate and maintain machines in the printing of books, publications, and other materials of the university; 2) Operate duplicating machines in the reproduction of materials, bookbinding, and paper cutting when exigencies arise to expedite the completion of printing requests; 3) Collates, sorts, folds, and checks printed materials, manuals, and publications to expedite the completion of all printing requests from clients; 4) Maintain Auxiliary Services/Center cleanliness and orderliness; 5) Other relevant functions: Attend school activities (Foundation day, Commencement Exercise, Baccalaureate, and others), and attend meetings (agency meeting, KSUEA meeting, and others)</p>	KSU-Bulanao Campus

4	Administrative Officer II (Human Resource Management Officer I)	KASCB-ADOF2-2-2022	11	25,439.00	Bachelor's Degree	None Required	None Required	Career Service Professional/ Second Level	<p>Core Competencies: Knowledge in HR Core Functions: 1) Recruitment, Selection and Placement, Performance Management, HRD (Learning and Development), Rewards and Recognition, and HR Records Management; 2) With basic knowledge in HR operations/processes; 3) Knowledge of KSU rules related to HR functions, including matters pertaining to appointments, development, and privileges; 4) Proficient in oral and written communication; 5) Knowledgeable of the proper communication channels of the University; 6) Knows how to prioritize assigned tasks and can be trusted to handle classified information and sensitive communications wisely; 7) Must be a fast learner and a systematic worker; 8) Must be computer-literate/</p> <p>Leadership Competencies: 1) Accountability Integrity; 2) Ethics Vision; 3) Strategy Results Focus Judgment Passion; 4) Optimism Building teams Cares; and 5) Develops others/</p> <p>Technical Competencies (Statement of Duties and Responsibilities): 1) Prepare action on appointment, leaves, transfers, resignation, retirement, separation, reinstatement, insurance or retirement claims, salary adjustment, position classification and/or reclassification, performance ratings, fringe benefits, and other personnel benefits and services; 2) Inform employees of the Civil Service rules and regulations, and explain the meaning of, and reasons for various personnel actions; 3) Submit periodic personnel reports and regularly update the Personal Services Itemization and Plantilla of Personnel; 4) Plan and direct activities involving training and career development of personnel; 5) Review accomplishments of the staff under existing laws, rules, policies, and general quality levels; 6) Enforce office discipline and regulations of a unit or section; 7) Participate in the administration of revised policies in personnel mechanisms relative to the functions of the section; 8) Conduct research, special study, or survey designed to improve existing employee training and career development; 9) Supervise/review/check the preparation of communications/ memoranda/office circulars/ replies to various queries which involve interpretation of laws, rules, and regulations on employee training and career development; 10) Take charge of the preparation and documentation of retirement programs, CSC months celebration, and other similar activities; 11) Checks DTRs and computes as to incurred tardiness/undertime of employees, and prepares a report of tardiness and undertime of employees; 12) Prepares quarterly reports of attendance of health personnel intended for their claims of subsistence allowance; 13) Prepares certifications such as leave credits, service records; 14) Prepares reports of employees' leave absences for budgeting purposes; 15) 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	Guidance Counselor I	KASCB-GUIDC1-3-2022	11	25,439.00	Master's Degree in Guidance and Counseling (MC No. 02, s. 2017)	None Required	None Required	RA 1080 (Guidance Counselor)	<p>Core Competencies: Accountability, Customer Service Excellence, Building Partnership and Linkage, Environmental Awareness, Commitment to Learning, Values and Ethics and Work Management/</p> <p>Leadership Competencies: Communicative, Emotional Maturity, Health, Safety and Risk Management, People First, Stewardship of Resources, Integrity, Stress Management, Teamwork/</p> <p>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)</p>	Kalinga State University
6	Guidance Counselor I	KASCB-GUIDC1-12-2012	11	25,439.00	Master's Degree in Guidance and Counseling (MC No. 02, s. 2017)	None Required	None Required	RA 1080 (Guidance Counselor)	<p>Core Competencies: Accountability, Customer Service Excellence, Building Partnership and Linkage, Environmental Awareness, Commitment to Learning, Values and Ethics and Work Management/</p> <p>Leadership Competencies: Communicative, Emotional Maturity, Health, Safety and Risk Management, People First, Stewardship of Resources, Integrity, Stress Management, Teamwork/</p> <p>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)</p>	Kalinga State University

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 **March 17, 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;
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,

hrmomail@ksu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Published: MAR. 7, 2022

