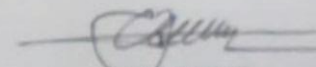


Republic of the Philippines
KALINGA STATE UNIVERSITY
Request for Publication of Vacant Positions

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:


JAY C. LAPUZ
ADMINISTRATIVE OFFICER V

Date: JANUARY 24, 2020

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Leadership Trainin g	Experience	Eligibility	Competency (if applicable)	
1	CHIEF ADMINISTRATIVE OFFICER	KASCB-CADOF-1-2004	24	83,406.00	Master's degree holder	40HRS	4YEARS	CSP/RA 1080		ADMINISTRATIVE DIVISION
2	ADMINISTRATIVE AIDE IV	KASCB-ADA4-1-2010	4	13,214.00	ELEM. SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED		
3	FARM WORKER II	FAWK2-1-1998	4	13,214.00	ELEM. SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED		
4	ADMINISTRATIVE AIDE III	KASCB-ADA3-25-2004	3	12,466.00	ELEM. SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED		
5	INSTRUCTOR 1	KASCB-INST1-64-2016	12	22,938.00	Masters's Degree Holder	NONE REQUIRED	NONE REQUIRED	RA1080		
6					Specialization; Soil Science					

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 7, 2020.

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:

JAY C. LAPUZ
ADMINISTRATIVE OFFICER V
Kalinga State University
ksumail@ksu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.