




MPSPC

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Republic of the Philippines
MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE
Request for Publication of Vacant Positions



CIVIL SERVICE COMMISSION
CSC FO - Mountain Province

RECEIVED

Electronic copy to be submitted to the
CSC FO must be in MS Excel format

Date: 12/18/2023 Time: 12:00 PM

Docket/Control No. 12/18/2023

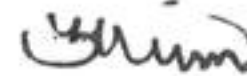
By: Theodora Rose V. Pel-ey

Name, Signature & Position

Civil Service Commission-CAR

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE in the CSC website:


ZENAIDA Y. SOLIVEN
HRMO

Date: 12/18/2023

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	Information System Analyst II	MTPSPCB-INFOSA2-65-2023	16	39672	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Information & Communication Technology Unit
2	Administrative Officer IV(Budget Officer II)	MTPSPCB-ADOF4-2-2009	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Finance Division Budget Unit
3	Legal Assistant III	MTPSPCB-LEA3-56-2023	14	33843	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	8 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	1 year experience in legal work such as preparation of pleadings, legal opinions and memoranda or legal research	Career Service (Professional)/ Second Level Eligibility		Legal Unit

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BULLETIN OF VACANT POSITION

Date: 12/18/2023

Theodora Rose V. Pel-ey

Senior HR Specialist

Civil Service Commission-CAR

4	Administrative Officer III(Supply Officer II)	MTPSPCB-ADOF3-28-2023	14	33843	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Supply Property Management Office (Bontoc Campus)
5	Administrative Officer III	MTPSPCB-ADOF3-33-2023	14	33843	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Tadian Campus
6	Administrative Officer II (Human Resource Management Officer I)	MTPSPCB-ADOF2-23-2023	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Tadian Campus
7	Administrative Assistant II (Property Custodian)	MTPSPCB-ADAS2-34-2023	8	19744	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Supply Property Management Office
8	Administrative Aide VI (Clerk III)	MTPSPCB-ADA6-3-2023	6	17553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Board Secretary
9	Administrative Aide VI (Clerk III)	MTPSPCB-ADA6-9-2023	6	17553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Project Management Unit
10	Administrative Aide VI (Clerk III)	MTPSPCB-ADA6-27-2023	6	17553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Administrative Division
11	Administrative Aide VI (Clerk III)	MTPSPCB-ADA6-28-2023	6	17553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Administrative Division
12	Administrative Aide VI (Clerk III)	MTPSPCB-ADA6-24-2023	6	17553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Administrative Division

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 Theodora Jose B. Pel-ey
 Senior HR Specialist
 Civil Service Commission

13	Administrative Aide VI (Clerk III)	MTPSPCB-ADA6-15-2023	6	17553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Procurement Services Office
14	Administrative Aide VI (Clerk III)	MTPSPCB-ADA6-7-2023	6	17553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Legal Unit
15	Administrative Aide VI (Clerk III)	MTPSPCB-ADA6-6-2023	6	17553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Internal Audit Unit
16	Administrative Aide VI (Clerk III)	MTPSPCB-ADA6-13-2023	6	17553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		General Services Office

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 December 29, 2023

- 1. Fully accomplished Personal Data Sheet (PDS) with a recent passport-size picture (Download the PDS or CS form 212, revised 2017 at www.csc.gov.ph);
- 2. Work experience sheet (Download the form at www.cscs.gov.ph)
- 3. Photocopy of certificate of eligibility/rating/license(valid/not expired);
- 4. Original copy of certificate of employment from previous employers;
- 5.Certified photocopy of transcript of record and diploma;
- 6. Performance rating in the last two (2) rating period (if applicable); and
- 7. Photocopy of relevant certificate of seminar/ training attended (if any)

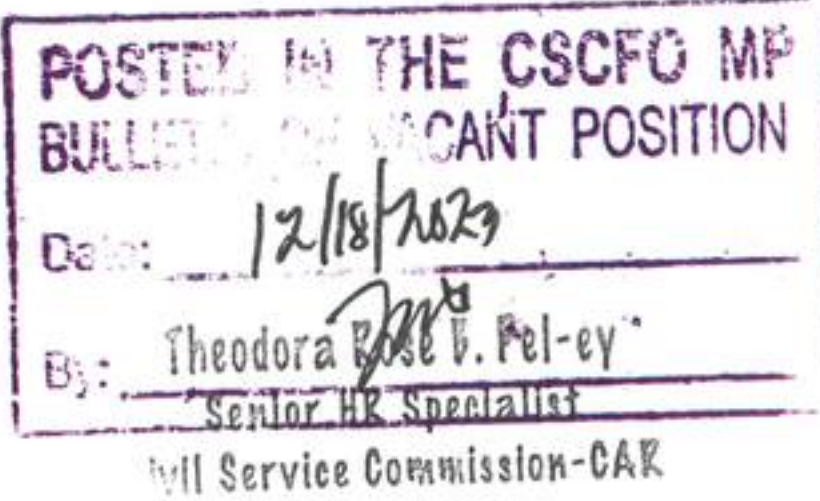
QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

EDGAR G. CUE

SUC PRESIDENT III

MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE

mpspc_op@yahoo.com



APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED. ONLY APPLICATIONS WITH COMPLETE DOCUMENTS SHALL UNDERGO EVALUATION.

All qualified applicants are welcome to apply regardless of age, sex, civil status, religion, disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities (SOGI).