

Republic of the Philippines  
**MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE**  
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 MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE in the CSC website:

**ZENAIDA Y. SOLIVEN**  
HRMO

Date: 04/03/2023

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	Administrative Aide VI (Clerk III)	MTPSPCB-ADA6- 8-2022	6	17553	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility		Nursing Department
1	Administrative Aide V (Chauffeur I)	MTPSPCB-ADA5- 1-2008	5	16543	None required	None required	None required	Professional Driver's License (MC No. 10, s. 2013-Cat. IV)		GSO - Bontoc Campus
1	Administrative Aide V (Chauffeur I)	MTPSPCB-ADA5- 27-2004	5	16543	None required	None required	None required	Professional Driver's License (MC No. 10, s. 2013-Cat. IV)		GSO - Tadian Campus

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 April 14, 2023.

**POSTED IN THE CSCFO MP  
BULLETIN OF VACANT POSITIONS**  
Date: APR 03, 2023  
By: ANITA VERINA T. PAREDES  
Director II

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 two (2) rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license (Authenticated); and
4. Photocopy of Transcript of Records. (Authenticated)
5. 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](mailto:mpspc_op@yahoo.com)

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

***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).***

