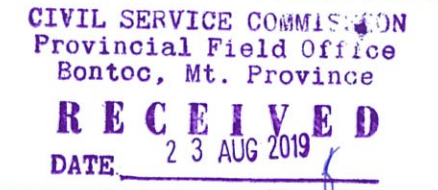


Republic of the Philippines
MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE
Request for Publication of Vacant Positions

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 MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE in the CSC website:

Zenaída Y. Soliven
ZENAIDA Y. SOLIVEN

HRMO

Date: 8/23/2019

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 Officer IV (Budget Officer II)	MTPSPCB-ADOF4-2-2009	15	30531	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility		Budget Office
1	Science Research Analyst	MTPSPCB-SRAN-1-1998	11	20754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		Research Development & Extension
1	Administrative Assistant III	MTPSPCB-ADAS3-7-2010	9	17975	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional)/First Level Eligibility		Board Secretary Office
1	Administrative Assistant II	MTPSPCB-ADAS2-16-2004	8	16758	Completion of two-year studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional)/First Level Eligibility		Admissions Office

DATE OF PUBLICATION: 23 AUG 2019

Vanessa Rose B. Galgala
VANESSA ROSE B. GALGALA
Senior Human Resource Specialist

1	Administrative Aide VI (Accounting Clerk II)	MTPSPCB-ADA6-23-2004	6	14847	Completion of two-year studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional)/First Level Eligibility	CIVIL SERVICE COMMISSION Provincial Field Office Bontoc, Mt. Province RECEIVED DATE 23 AUG 2019	Accounting Office
1	Administrative Aide III (Clerk I)	MTPSPCB-ADA3-32-2004	3	12466	Completion of two-year studies in college	None required	None required	Career Service (Sub-professional)/First Level Eligibility		Supply Office
1	Administrative Aide I (Utility Worker I)	MTPSPCB-ADA1-1-2015	1	11068	Must be able to read and write	None required	None required	None required		GSO - Paracelis

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 Sep 9, 2019.

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 two (2) rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. Relevant certificate of seminar/ training attended (if any)

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

REXTON F. CHAKAS

SUC PRESIDENT III

MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE

mpspc_op@yahoo.com

DATE OF PUBLICATION: 23 AUG 2019

VANESSA ROSE B. GALGALA
Senior Human Resource Specialist

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.