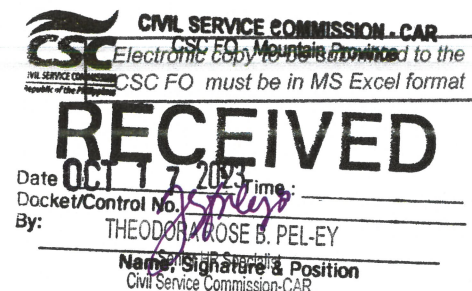


Republic of the Philippines
MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE
Request for Publication of Vacant Positions



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
ZENAIDA Y. SOLIVEN
HRMO

Date: 10/17/2023

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 Officer V	MTPSPCB- ADOF5-42-2023	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		General Services Office (Bontoc Campus)
2	Administrative Officer V	MTPSPCB- ADOF5-43-2023	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		Procurement Services Office (Bontoc Campus)
3	Administrative Officer V	MTPSPCB- ADOF5-44-2023	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		Paracelis Campus
4	Accountant II	MTPSPCB-A2-45- 2023	16	39672	Bachelor's degree in Commerce/ Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (Certified Public Accountant)		Finance Division (Bontoc Campus)
5	Administrative Officer IV (Human Resource Management Officer II)	MTPSPCB- ADOF4-36-2023	15	36619	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Administrative Division (Bontoc Campus)

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13	Administrative Officer II (Budget Officer I)	MTPSPCB-ADOF2-24-2023	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Finance Division (Bontoc Campus)
14	Project Development Officer I	MTPSPCB-PDO1-49-2023	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Administrative Division (Bontoc Campus)
15	Administrative Officer I (Records Officer I)	MTPSPCB-ADOF1-18-2023	10	23176	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		Administrative Division (Bontoc Campus)
16	Administrative Officer I (Records Officer I)	MTPSPCB-ADOF1-19-2023	10	23176	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		Administrative Division (Tadian Campus)
17	Administrative Officer I (Records Officer I)	MTPSPCB-ADOF1-20-2023	10	23176	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		Administrative Division (Paracelis Campus)
18	Administrative Assistant III	MTPSPCB-ADAS3-12-2023	9	21211	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Office Of the President
19	Administrative Assistant III	MTPSPCB-ADAS3-13-2023	9	21211	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Vice President, Administration and Finance (Bontoc Campus)
20	Administrative Assistant II (Human Resource Management Assistant)	MTPSPCB-ADAS2-29-2023	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		Administrative Division (Bontoc Campus)

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31	Administrative Aide IV (Driver II) Contractual	N/A	4	15586	Elementary School Graduate	None required	None required	Professional Driver's License		General Services Office
32	Administrative Aide IV (Driver II) Contractual	N/A	4	15586	Elementary School Graduate	None required	None required	Professional Driver's License		General Services Office
33	Administrative Aide IV (Driver II) Contractual	N/A	4	15586	Elementary School Graduate	None required	None required	Professional Driver's License		General Services Office
34	Administrative Aide IV (Driver II) Contractual	N/A	4	15586	Elementary School Graduate	None required	None required	Professional Driver's License		General Services Office
35	Administrative Aide IV (Driver II) Contractual	N/A	4	15586	Elementary School Graduate	None required	None required	Professional Driver's License		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 October 31, 2023.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience sheet 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. Photocopy of relevant certificate of seminar/ training attended (if any)

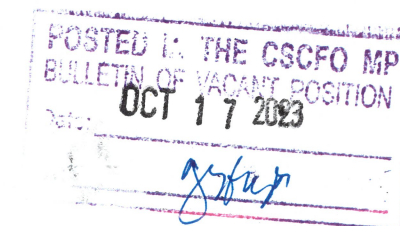
QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

EDGAR G. CUE

SUC PRESIDENT III

MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE

mpspc_op@yahoo.com & mpspchrmo@gmail.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).