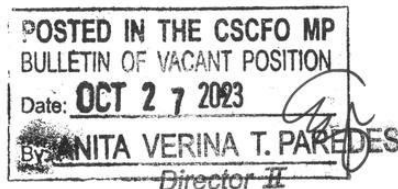




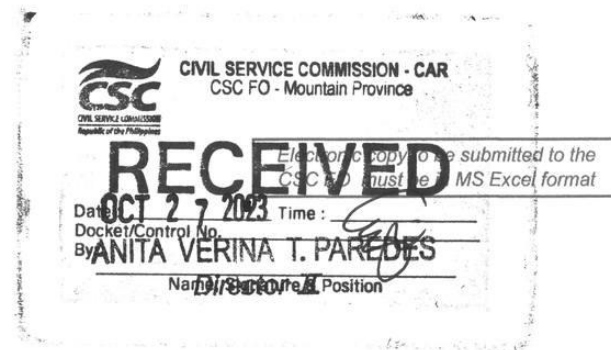
MPSPC IS HIRING!

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CS Form No. 9
Revised 2018



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: 10/27/2023

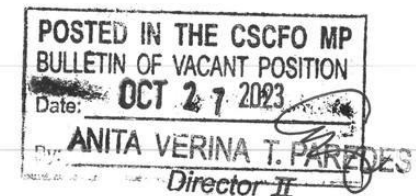
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer IV	MTPSPCB-ADOF4-34-2023	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		Quality Assurance Office (Bontoc Campus)
2	Administrative Officer IV (Budget Officer II)	MTPSPCB-ADOF4-40-2023	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 (Paracelis Campus)
3	Internal Auditor II	MTPSPCB-IAUD2-59-2023	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		Internal Audit Unit
4	Administrative Officer III	MTPSPCB-ADOF3-25-2023	14	33843	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		General Services Office

5	Administrative Officer III (Cashier II)	MTPSPCB-ADOF3-30-2023	14	33843	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Finance Division (Tadian Campus)
6	Administrative Officer III	MTPSPCB-ADOF3-32-2023	14	33843	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Administrative Division (Paracelis Campus)
7	Planning Officer I	MTPSPCB-PLO1-52-2023	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Planning Office
8	Administrative Officer I	MTPSPCB-ADOF1-16-2023	10	23176	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		General Services Office
9	Administrative Officer I	MTPSPCB-ADOF1-17-2023	10	23176	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		Procurement Services Office
10	Administrative Officer I (Supply Officer I)	MTPSPCB-ADOF1-21-2023	10	23176	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Supply Property Management Office (Tadian Campus)
11	Administrative Assistant II (Property Custodian)	MTPSPCB-ADAS2-30-2023	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 (Tadian Campus)
12	Administrative Assistant II (Budgeting Assistant)	MTPSPCB-ADAS2-33-2023	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		Finance Division (Tadian Campus)

13	Administrative Aide VI (Clerk III)	MTPSPCB-ADA6-8-2023	6	17553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Planning Office
14	Administrative Aide VI (Clerk III)	MTPSPCB-ADA6-12-2023	6	17553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Human Resource Management Office (Bontoc Campus)
15	Administrative Aide VI (Clerk III)	MTPSPCB-ADA6-21-2023	6	17553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Administrative Division (Paracelis Campus)
16	Administrative Aide VI (Clerk III)	MTPSPCB-ADA6-22-2023	6	17553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Administrative Division (Tadian Campus)
17	Administrative Aide VI (Clerk III)	MTPSPCB-ADA6-23-2023	6	17553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Administrative Division (Tadian Campus)
18	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 (Paracelis 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 November 7, 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 & 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).