


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:



CIVIL SERVICE COMMISSION - CAP
Electronic Form to be submitted to the
CSC FO must be in MS Excel format

RECEIVED
Date: AUG 08 2023 4:40pm
Docket/Control No. _____
By: THEODORA ROSE
Name, Signature, Position
Civil Service Commission-CAP

ZENAIDA Y. SOLIVEN
HRMO

Date: 08/08/2023

N o.	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	Nurse I	MTPSPCB- NURS1-6-2023	15	36619	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Health Services
1	College Librarian I	MTPSPCB-CL1-7- 2023	13	31320	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/ Arts major in Library Science	None Required	None Required	RA 1080		Library Services
2	Guidance Counselor I	MTPSPCB- GUIDC1-8-2023	11	27000	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)		Guidance Office
3	Science Research Analyst	MTPSPCB-SRAN- 1-1998	11	27000	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Secondary Level Eligibility		Research Development and Extension
4	Administrative Assistant III (Computer Operator II)	MTPSPCB- ADAS3-11-2023	9	21211	Completion of two years 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) Data Encoder (MC 11, s. 96- Cat.I) First Level Eligibility		Administrative Division (Bontoc Campus)

**POSTED IN THE CSCFO MP
BULLETIN OF VACANT POSITION**
Date: AUG 08 2023
By: THEODORA ROSE

5	Administrative Aide III (Utility Worker II)	MTPSPCB-ADA3-1-2009	3	14678	Must be able to read and write	None Required	None Required	None Required		Administrative Division (Bontoc Campus)
6	Administrative Aide III (Utility Worker II)	MTPSPCB-ADA3-1-2014	3	14678	Must be able to read and write	None Required	None Required	None Required		GSO

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 August 21, 2023.

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 (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

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).

