



MPSPC
IS HIRING!



POSTED IN THE CSCFO-MP
BULLETIN OF VACANT POSITION

APR 03 2024

Date: _____

By: THEODORA ROSE B. PELEY

Senior HR Specialist
Civil Service Commission-CAR

To: CIVIL SERVICE COMMISSION (CSC)

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



CIVIL SERVICE COMMISSION - CAR
CSC FO - Mountain Province

Electronic copy to be submitted to the
CSC FO must be in MS Excel format

RECEIVED

Date: APR 03 2024 Time: 3:47pm

Docket/Control No. _____

By: THEODORA ROSE B. PELEY

Senior HR Specialist
Civil Service Commission-CAR

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: 04/03/2024

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 (Administrative Officer III)	MTPSPCB-ADOF-44-2023	18	46728	Bachelor's degree	8 hours of relevant training	2 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Quality Assurance Office (Bontoc Campus)
2	Internal Auditor III	MTPSPCB-IAUD3-60-2023	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Internal Audit Unit
3	Accountant II	MTPSPCB-A2-46-2023	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)
4	Administrative Officer IV (Human Resource Management Officer II)	MTPSPCB-ADOF4-38-2023	15	36619	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Administrative Division
5	Planning Officer II	MTPSPCB-PLO2-53-2023	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		Planning Office

6	Accountant I	MTPSPCB-A1-47-2023	12	29165	Bachelor's degree in Commerce/ Business Administration major in Accounting	None required	None required	RA 1080 (Certified Public Accountant)		Finance Division (Tadian Campus)
7	Administrative Assistant V (CT) (Private Secretary I)	MTPSPCB-ADAS5-15-2023	11	27000	Completion of two-year studies in college	None required	None required	None required		Office Of the President
8	Internal Auditor I	MTPSPCB-IAUD1-58-2023	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Internal Audit Unit
9	Administrative Assistant III (Computer Operator II)	MTPSPCB-ADAS3-14-2023	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		Office Of the Vice President
10	Administrative Assistant II (Accounting Clerk III)	MTPSPCB-ADAS2-31-2023	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)
11	Administrative Assistant II (Cash Clerk III)	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 (Bontoc Campus)
12	Administrative Aide VI (Clerk III)	MTPSPCB-ADA6-11-2023	6	17553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Office Of the Vice President
13	Administrative Aide VI (Clerk III)	MTPSPCB-ADA6-14-2023	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)
14	Administrative Aide VI (Clerk III)	MTPSPCB-ADA6-4-2023	6	17553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		ICT Unit
15	Administrative Aide VI (Clerk III)	MTPSPCB-ADA6-6-2023	6	17553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Internal Audit Unit

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 15, 2024.

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

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).

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