



Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc, Mountain Province

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

CS Form No. 9

Revised 2018

Request for Publication of Vacant Positions

CIVIL SERVICE COMMISSION
Provincial Field Office
Bontoc, Mt. Province
RECEIVED
DATE 19 FEB 2019

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:

Zena
ZENAIDA Y. SOLIVEN

HRMO

Date: February 19, 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	Management Audit Analyst	MTPSPCB- MAA3-1-2014	18	P38, 085.00	Bachelor's Degree relevant to the job	8 hours relevant training	2 years relevant experience	Career Service (Professional)/ Second Level Eligibility		Office of the President
2	Registrar I	MTPSPCB-R1-1- 2003	11	P20, 179.00	Bachelor's Degree	None required	None required	Career Service (Professional) / Second Level Eligibility		Admission Office
3	Administrative Aide III (Utility Worker II)	MTPSPCB-ADA3- 33-2004	03	P12, 674.00	Must be able to read and write	None required	None required	None required		GSO- Paracelis



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4	Administrative Aide III (Clerk I)	MTPSPCB-ADA3-15-2016	03	P12, 674.00	Completion of two years studies in College	None required	None required	Career Service (Sub-professional)/ First Level Eligibility		Budget Office
5	Administrative Aide I	MTPSPCB-ADA1-44-2004	01	P10, 510.00	Must be able to read and write	None required	None required	None required		Supply 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 March 5, 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 rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.