



MPSPC

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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: 01/11/24 Time: _____
Docket/Control No. _____
By: THEODORA ROSE B. PELAYO
Name, Signature & Position
Civil Service Commission-CAR

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:

(gmn)
ZENAIDA Y. SOLIVEN
HRMO

Date: 01/10/2024

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	Chief Administrative Officer	MTPSPCB-CADOF-1-2004	24	90078	Master's Degree	24 hours of training in management and supervision	4 years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility		Administration and Finance Division
2	Supervising Administrative Officer	MTPSPCB-SADOF-48-2023	22	71511	Bachelor's degree relevant to the job	16 hours of relevant training	3 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Administration Division

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 January 22, 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 certfcate 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:

POSTED IN THE CSCFO MP
BULLETIN
Date: JAN 11 2024
By: THEODORA ROSE B. PELAYO
Civil Service Commission-CAR

EDGAR G. CUE
SUC PRESIDENT III
MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE
mpspc_op@yahoo.com & mpspchrm@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).

