


POSTED IN THE CSCFO-MP
BULLETIN OF VACANT POSITION

Date: 03 MAR 2025
By: THEODORE M. PELEY
Civil Service Commission-CAR

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




CIVIL SERVICE COMMISSION - CAR
CSC Mountain Province
Electronic copy to be submitted to the CSC FO
must be in MS Excel format

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Date: 03 MAR 2025 Time: 3:40 PM
Docket/Control No: THEODORE M. PELEY
By: _____
Name, Signature & Position

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 UNIVERSITY in the CSC website:


ZENAIDA Y. SOLIVEN
Director, HRMO

Date: 3/3/2025

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	Supervising Administrative Officer (Supervising Financial Management Specialist)	MTPSPCB-SADOF-2-2025	22	78162	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		Finance Division
2	Chief Administrative Officer (Chief Financial Management Specialist)	MTPSPCB-CADOF-1-2025	24	98185	Masteral degree	24 hours of relevant training	4 years in position/s involving management and supervision	Career Service (Professional) Second Level Eligibility		Finance Division
3	Associate Professor I	MTPSPCB-APRO1-12-2014	19	56390	Master's degree in the area of specialization or its allied/related fields	8 hours of relevant training	2 years of relevant experience	None required RA 1080 (for courses requiring Bar/Board Eligibility)		School of Engineering

4	Associate Professor III	MTPSPCB-APRO3-4-2015	21	70013	Master's degree in the area of specialization or its allied/related fields	8 hours of relevant training	2 years of relevant experience	None required RA 1080 (for courses requiring Bar/Board Eligibility)		School of Accountancy, Business Education and Technology (MBA)
5	Assistant Professor IV	MTPSPCB-AP4-8-2015	18	51304	Master's degree in the area of specialization or its allied/related fields	8 hours of relevant training	2 years of relevant experience	None required RA 1080 (for courses requiring Bar/Board Eligibility)		School of Healthcare Education

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 14, 2025.

- 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:

DR. EDGAR G. CUE
SUC President III
Mountain Province State University
mpspchrmo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

