

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

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

CSC CIVIL SERVICE COMMISSION
CSCFO Mountain Province

19 AUG 2025

RECEIVED

Date: 2025-08-19 Time: 1:20 pm

Docket/Control No.

By: ARGIE AQUINO
Human Resource Specialist I

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication in the CSC Job Portal of the following vacant positions, which are authorized to be filled at the MOUNTAIN PROVINCE STATE UNIVERSITY:

ATTY. EVELYN A. MARRERO
HRMO

Date: 08/19/2025

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Competency / Area of Specialization/ Residency Requirement (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility			
1	Associate Professor I	MTPSPCB-APRO1-13-2019	19	56390	Master's degree in the area of specialization or its allied/related fields	8 hours of relevant training	2 year of relevant experience	None required RA 1080 (for courses requiring Bar/Board Eligibility		School of International Hospitality and Sustainable Tourism Management	
2	Administrative Officer V (Administrative Officer III)	MTPSPCB-ADOF5-1-2014	18	51304	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		Administrative Division - Human Resource Management Unit (Bontoc)	

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3	Instructor I	MTPSPCB-INST1-2-2024	12	32245	Master's degree in the area of specialization or its allied/related fields	None required	None required	None required RA 1080 (for courses requiring Bar/Board Eligibility)	School of Criminal Justice Education/ School of Agriculture and Forestry (Paracelis)
4	Instructor I	MTPSPCB-INST1-2-2010	12	32245	Master's degree in the area of specialization or its allied/related fields	None required	None required	None required RA 1080 (for courses requiring Bar/Board Eligibility)	School of Health Care Education
5	Instructor I	MTPSPCB-INST1-5-2023	12	32245	Master's degree in the area of specialization or its allied/related fields	None required	None required	None required RA 1080 (for courses requiring Bar/Board Eligibility)	School of International Hospitality and Sustainable Tourism Management
6	Instructor I	MTPSPCB-INST1-10-2014	12	32245	Master's degree in the area of specialization or its allied/related fields	None required	None required	None required RA 1080 (for courses requiring Bar/Board Eligibility)	School of Accountancy, Business Education and Technology

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than August 29, 2025

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
2. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility/rating/license;
4. Hard copy or electronic copy of Transcript of Records;
5. Original copy of certificate of employment from previous employers; and
6. Photocopy of relevant certificate of seminar/ training attended (if any).

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*This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.
This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).*

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to the head of office/ human resource management office/records office, as the case may be:

DR. EDGAR G. CUE

SUC President III

Mountain Province State University

mpspchrmo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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