

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

CSC

CIVIL SERVICE COMMISSION - CAR

CSCFO Mountain Province

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

RECEIVED

24 SEP 2025

Date: 24 SEP 2025 Time: 9:02 am

Docket/Control No.: 20250924-161

By: ARGIE O. 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. DEXTER C. LINGBANAN

Chief Administrative Officer

Date: 09/24/2025

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/ Area of Specialization/ Residency Requirement (if applicable)	
1	Assistant Professor III	MTPSPCB-AP3-14-2023	17	47247	Master's degree in the area of specialization or its allied/related fields	4 hours of relevant training	1 years of relevant experience	None required RA 1080 (for courses requiring Bar/Board Eligibility		College of International Hospitality and Sustainable Tourism Management

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 October 6, 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 two 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;

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Date: 24 SEP 2025

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5. Original copy of certificate of employment from previous employers; and
6. Photocopy of relevant certificate of seminar/ training attended (if any).

*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.

POSTED IN THE CSCFO-MP
BULLETIN OF VACANT POSITION

Date: 14 SEP 2025

By: **ARGIE OJASQUINO**
Human Resource Specialist I