

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

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2025-11-12-219  
**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. EVELYN A. MARRERO**  
HRMO

Date: 11/12/2025

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 IV	MTPSPCB-AP4-10-2017	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		College of Teacher Education
2	Assistant Professor IV	MTPSPCB-AP4-3-2015	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		Information Technology Program

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3	Assistant Professor IV	MTPSPCB- AP4-12-2023	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)		Civil Engineering Program
4	Assistant Professor II	MTPSPCB- AP2-7-2017	16	43560	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)		Criminology Program
5	Assistant Professor I	MTPSPCB- AP1-4-2023	15	40208	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)		Office Administration Program
6	Assistant Professor I	MTPSPCB- AP1-19-2014	15	40208	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 Teacher Education
7	Assistant Professor I	MTPSPCB- AP1-9-2023	15	40208	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)		Electrical Engineering Program

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8	Instructor I	MTPSPCB- INST1-39- 2016	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		College of Teacher Education - Mathematics Tadian
9	Instructor I	MTPSPCB- INST1-45- 2016	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		Animal Science Program - Paracelis
10	Instructor I	MTPSPCB- INST1-17- 2016	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		Criminology Program
11	Attorney IV	MTPSPCB- ATY4-57- 2023	23	87315	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080		Legal Office
12	Accountant II	MTPSPCB- A2-46-2023	16	43560	Bachelor's degree in Commerce/ Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (Certified Public Accountant)		Finance Division

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13	Administrative Officer IV (Administrative Officer II)	MTPSPCB- ADOF4-40- 2023	15	40208	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Administrative Division
14	Internal Auditor II	MTPSPCB- IAUD2-59- 2023	15	40208	Bachelor's Degree relevant to the job	4 hours of relevant training	1 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		Internal Audit Unit

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 November 24, 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;
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](mailto:mpspchrmo@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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