

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

RECEIVED

Date: 18 NOV 2025 9:06 am

Docket Control No.: 11-18-226

By: ANITA VERINA T. PAREDES

Director II

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: 11/18/2025

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 II	MTPSPCB-AP2-10-2022	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		College of Teacher Education
2	Instructor III	MTPSPCB-INST3-11-2023	14	37024	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		Liberal Arts Program

POSTED IN THE CSCFO-MP
BULLETIN OF VACANT POSITION

Date: 18 NOV 2025

By: ANITA VERINA T. PAREDES

Director II

3	Instructor I	MTPSPCB-INST1-15-2016	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 Bontoc
4	Administrative Officer IV (Administrative Officer II)	MTPSPCB-ADOF4-35-2023	15	40208	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Administrative Division
5	Legal Assistant III	MTPSPCB-LEA3-56-2023	14	37024	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	8 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	1 year experience in legal work such as preparation of pleadings, legal opinions and memoranda or legal research	Career Service (Professional)/ Second Level Eligibility		Legal Unit
6	Administrative Aide VI (Chauffeur II)	MTPSPCB-ADA6-22-2004	6	18957	Elementary School Graduate	None required	None required	Professional Driver's License (MC No. 10, s. 2013-Cat.IV)		General Services Office

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 28, 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);

POSTED IN THE CSCFO MP
 18 NOV 2025
 Date: _____
 By: ANITA VERINA T. PAREDES
 Director II

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

POSTED IN THE CSCFO-MP
BULLETIN OF VACANT POSITION

Date: **18 NOV 2025**

By: **ANITA VERINA T. PAREDES**
Director II