

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

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:

Electronic copy to be submitted to the CSC FO must be in MS Word format
CSC-FO Mountain Province

RECEIVED
Date: JAN 16 2026 Time: 10:16 AM
Docket/Contract No: 20261-1-1640
By: ARGIE O. AQUINO
Senior Human Resource Specialist

ATTY. EVELYN A. MARRERO-MOGA
HRMO

Date: 01/16/2026

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	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 Tadian
2	Administrative Assistant II (Clerk IV)	MTPSPCB-ADAS2-32-2023	8	21448	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	POSTED IN THE CSCFO-MP BULLETIN OF VACANT POSITION	Administrative Division

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3	Administrative Officer I (Cashier I)	MTPSPCB-ADOF1-11-2004	10	25586	Bachelor's degree	None Required	None Required	Career Service (Professional)/Second Level Eligibility		Administrative Division - HR Unit (Bontoc Campus)
4	Information Officer II	MTPSPCB-INFO2-62-2023	15	40208	Bachelor's degree	4 hours of relevant training	1 years of relevant experience	Career Service (Professional)/Second Level Eligibility		Information Unit
5	Assistant Professor III	MTPSPCB-AP3-11-2019	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 Teacher Education
6	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		Criminology Program (Paracelis)

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 January 27, 2026

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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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

mpspchrm@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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