

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

CSC CIVIL SERVICE COMMISSION
CSCFO Mountair Province

Electronic copies to be submitted to the CSC FO must be in MS Excel Format	
RECEIVED	
Date: JAN 13 2026	Time 1:49 PM
Docket/Control No. 2026-1-1-13-19	
By: ARGIE Q. ANUNIO Senior Human Resource Specialist	

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-MOGA
HRMO

Date: 01/13/2026

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	Guidance Counselor I	MTPSPCB-GUIDC1-8-2023	11	30024	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		Guidance Unit
2	Guidance Counselor I	MTPSPCB-GUIDC1-1-2009	11	30024	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		Guidance Unit

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3	Instructor I	MTPSPCB-INST1-18-2016	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 or Board eligibility)		School of International Hospitality and Sustainable Tourism Management
4	Instructor I	MTPSPCB-INST1-22-2016	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 or Board eligibility)		School of International Hospitality and Sustainable Tourism Management
5	Administrative Officer V (Administrative Officer III)	MTPSPCB-ADOF5-42-2023	18	51304	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		Administrative Division - General Services 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 January 26, 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;
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).

Date: JAN 18 2026
 By: ARGIE Q. AQUINO
 Senior Human Resource Specialist

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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