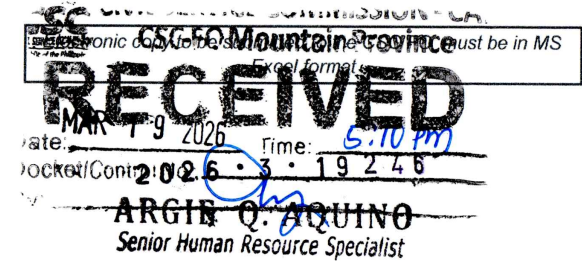


Republic of the Philippines
MOUNTAIN PROVINCE STATE UNIVERSITY
Request for Publication of Vacant Positions



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:

ATTY. EVELYN A. MARRERO-MOGA
HRMO

Date: 03/19/2026

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-ADA6-18-2023	6	19716	Elementary School Graduate	None required	None required	Professional Driver's License (MC No. 10, s. 2013-Cat.IV)		General Services Office Tadian
2	Administrative Aide VI (Chauffeur II)	MTPSPCB-ADA6-13-2026	6	19716	Elementary School Graduate	None required	None required	Professional Driver's License (MC No. 10, s. 2013-Cat.IV)		General Services Office Bontoc

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Date: MAR 19 2026
By: ARGIE Q. AQUINO
Senior Human Resource Specialist

3	Administrative Assistant II (Clerk IV)	MTPSPCB-ADAS2-33-2023	8	22423	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Office of the Vice President for Academic Affairs
4	Assistant Professor III	MTPSPCB-AP3-9-2023	17	49562	Master's Degree in the area of specialization or its allied/related fields	4 hours of relevant training	1 year of relevant experience	None required / RA 1080 (for courses requiring BAR or Board eligibility)		College of International Hospitality and Sustainable Tourism Management
5	Instructor I	MTPSPCB-INST1-26-2016	12	33947	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)		Information Technology Program

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 March 30, 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).

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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: MAR 19 2026

By: **ARGIE Q. AQUINO**
Senior Human Resource Specialist