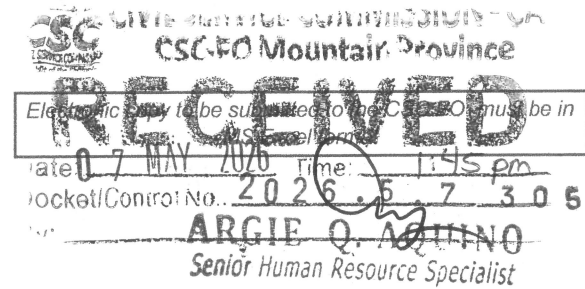


Republic of the Philippines
MOUNTAIN PROVINCE STATE UNIVERSITY
Request for Publication of Vacant Positions



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: 05/07/2026

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	University Extension Specialist V	MTPSPCB-UEXSP5-18-2026	24	102603	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	Career Service (Professional) Second Level Eligibility		Extension Services
2	University Extension Specialist IV	MTPSPCB-UEXSP4-19-2026	22	81796	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		Extension Services

POSTED IN THE CSC JOB PORTAL
EXTENSION OF VACANT POSITION

Date: 07 MAY 2026
ARGIE Q. AQUINO
Senior Human Resource Specialist

3	University Extension Specialist III	MTPSPCB-UEXSP3-4-2026	20	66052	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Extension Services
4	University Extension Specialist III	MTPSPCB-UEXSP3-5-2026	20	66052	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Extension Services
5	University Extension Specialist III	MTPSPCB-UEXSP3-6-2026	20	66052	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Extension Services
6	University Extension Specialist II	MTPSPCB-UEXSP2-7-2026	18	53818	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Extension Services
7	University Extension Specialist I	MTPSPCB-UEXSP1-10-2026	16	45694	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Extension Services
8	University Extension Associate II	MTPSPCB-UEXA2-10-2026	14	38764	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Extension Services
9	University Extension Associate I	MTPSPCB-UEXA1-13-2026	12	33947	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		Extension Services
10	Administrative Aide VI (Clerk III)	MTPSPCB-ADA6-14-2026	6	19716	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Extension Services

POSTED IN THE OFFICE OF
 BOARD OF VACANT POSITION

Date: 07 MAY 2026
ARGIE Q. AQUINO
 Senior Human Resource Specialist

11	Administrative Aide VI (Clerk III)	MTPSPCB-ADA6-15-2026	6	19716	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Extension Services
12	Administrative Assistant III (Computer Operator II)	MTPSPCB-ADAS3-2-2026	9	24329	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Research, Development & Publication
13	Administrative Assistant II (Clerk IV)	MTPSPCB-ADAS2-16-2026	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		Research, Development & Publication
14	Administrative Officer V (Administrative Officer III)	MTPSPCB-ADOF5-3-2004	18	53818	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		GAD
15	Administrative Officer IV (Administrative Officer II)	MTPSPCB-ADOF4-38-2023	15	42178	Bachelor's degree	4 hours of relevant training	1 years of relevant experience	Career Service (Professional) Second Level Eligibility		GAD
16	Administrative Aide VI (Clerk III)	MTPSPCB-ADA6-28-2023	6	19716	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Human Resources Management 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 May 18, 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);

POSTED IN THE OFFICE OF THE
DIRECTOR OF VACANT POSITION

Date: 07 MAY 2026

By: ARGIE Q. AQUINO
Senior Human Resource Specialist

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 CSC/CHOP
BULLETIN OF VACANT POSITION

Date: 07 MAY 2026
By: ARGIE Q. AQUINO
Senior Human Resource Specialist