

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

CSC

CIVIL SERVICE COMMISSION - CA

CSC-FO Mountain Province

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Electronic copy to be submitted to the CSC FO must be in Excel format

SEP 02 2026

2026-0902481

ARGIE Q. ADUINO

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: 09/02/2026

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	Assistant Professor I	MTPSPCB-AP1-7-2023	15	42178	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/Board Eligibility		College of International Hospitality and Sustainable Tourism Management
2	University Research Associate II	MTPSPCB-UNIRA2-6-2026	14	38764	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Innovation, Research, Development, Publication and Extension - Research Unit

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BULLETIN OF VACANT POSITION

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3	University Extension Associate II	MTPSPCB-UEXA2-11-2026	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		Innovation, Research, Development, Publication and Extension - Extension Division
4	University Extension Associate II	MTPSPCB-UEXA2-12-2026	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		Innovation, Research, Development, Publication and Extension - Extension Division
5	University Extension Associate I	MTPSPCB-UEXA1-16-2026	12	33947	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		Innovation, Research, Development, Publication and Extension - Extension Division
6	University Extension Associate I	MTPSPCB-UEXA1-15-2026	12	33947	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		Innovation, Research, Development, Publication and Extension - Extension Unit
7	University Research Associate I	MTPSPCB-UNIRA1-8-2026	12	33947	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		Innovation, Research, Development, Publication and Extension - Research Unit

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8	University Research Associate I	MTPSPCB-UNIRA1-9-2026	12	33947	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		Innovation, Research, Development, Publication and Extension - Research Unit
9	Administrative Assistant III (Computer Operator II)	MTPSPCB-ADAS3-3-2026	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		Innovation, Research, Development, Publication and Extension - Office of the Director for Extension Service
10	Administrative Aide VI (Clerk III)	MTPSPCB-ADA6-11-2026	6	19716	Completion of two-year studies in college (prior to 2018) or Completion of Grade 12/Senior High School (Starting 2016)	None required	None required	Career Service (Subprofessional) First Level Eligibility		Innovation, Research, Development, Publication and Extension - Research and Publication Division
11	Administrative Aide VI (Clerk III)	MTPSPCB-ADA6-12-2026	6	19716	Completion of two-year studies in college (prior to 2018) or Completion of Grade 12/Senior High School (Starting 2016)	None required	None required	Career Service (Subprofessional) First Level Eligibility		Innovation, Research, Development, Publication and Extension - Research Unit

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Date: **SEP 02 2026**
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Senior Human Resource Specialist

12	Administrative Aide VI (Clerk III)	MTPSPCB- ADA6-13- 2026	6	19716	Completion of two- year studies in college (prior to 2018) or Completion of Grade 12/Senior High School (Starting 2016)	None required	None required	Career Service (Subprofessional) First Level Eligibility		Innovation, Research, Development, Publication and Extension - Research Unit
13	Administrative Aide VI (Chauffeur II)	MTPSPCB- ADA6-28- 2023	6	19716	Elementary School Graduate	None required	None required	Professional Driver's License (MC No. 10, s. 2013-Cat.IV)		Finance Division
14	Administrative Aide VI (Chauffeur II)	MTPSPCB- ADA6-24- 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

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 September 14, 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 2026); 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).

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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.

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BULLETIN OF VACANT POSITION
Date: **SEP 02 2026**
By: **ARGIE Q. CONINO**
Senior Human Resource Specialist