



Republic of the Philippines
MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE
Bontoc, Mountain Province

CIVIL SERVICE
 Provincial Field Office
 Bontoc, Mt. Province
RECEIVED
 DATE 20 JUL 2017

BULLETIN OF VACANT POSITION
As of July 19, 2017

Station	Position	Salary Grade	Item Number	Qualification Standard			
				Education	Experience	Training	Eligibility
MSPSPC	(1)Administrative Aide III	3	MTPSPCB-ADA3-1-2014	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-professional)/ First Level Eligibility
MSPSPC	(1)Administrative Aide III	3	MTPSPCB-ADA3-2-2014	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-professional)/ First Level Eligibility
MSPSPC	(1)Administrative Aide III	3	MTPSPCB-ADA3-35-2004	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Relevant MC 11, s. 1996Career Service (Sub-professional)/ First Level Eligibility
MSPSPC	(1)Administrative Aide III	3	MTPSPCB-ADA3-39-2004	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Relevant MC 11, s. 1996Career Service (Sub-professional)/ First Level Eligibility

Documents to be attached application: Application Letter, Updated Personal Data Sheet, OTR, Cert. of Eligibility or License, Cert. of training/seminar, Cert. of employment/ Service Record (if applicable).

Deadline of Application Letters – August 4, 2017

Prepared By

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ZENAIDA Y. SOLIVEN
 Administrative Officer V

APPROVED:

For and in the absence of the College President:

Rogelio K. Balcita, Jr.
ROGELIO K. BALCITA, JR.
 Vice President for Administrative and Finance

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