



Republic of the Philippines
MARINDUQUE STATE COLLEGE
Request for Publication of Vacant Positions

To: **CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant position of Marinduque State College in the CSC website:

[Signature]
MERIAN C. MANI, Ed.D.
(Head of Agency)

Date: April 3, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide I	MSCB-ADA1-4-2012	1	126,120.00	Bachelor's Degree with knowledge in computer operation	None Required	Relevant experience	None Required		Boac Campus

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **April 16, 2018**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

DR. MERIAN C. MANI/ Office of the College President
SUC President II/ Marinduque State College
Tanza, Boac, Marinduque
m_sc_hrmo@yahoo.com