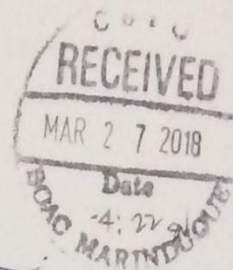


Republic of the Philippines  
MARINDUQUE STATE COLLEGE  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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



*[Signature]*  
MERIAN C. MANI, Ed.D.

(Head of Agency)

Date: March 26, 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 Assistant II	MSCB-ADAS2-2-2018	8	195,384.00	Bachelor's Degree relevant to the job and has knowledge in computer operation	4 hrs. relevant training preferably in Office Mgt. and Quality Mgt. System	1 year relevant experience preferably in office management support services	CS Sub-Professional	* Writing and speaking effectively * Organized and Detail-Oriented * Managing information	Office of the VP for Administration & Finance - Boac Campus
2	Administrative Assistant II	MSCB-ADAS2-3-2018	8	195,384.00	Bachelor's Degree relevant to the job and has knowledge in computer operation	4 hrs. relevant training preferably in Office Mgt. and Quality Mgt. System	1 year relevant experience preferably in office management support services	CS Sub-Professional	* Writing and speaking effectively * Organized and Detail-Oriented * Managing information	Office of the VP for Academic Affairs - Boac Campus
3	Administrative Aide VI	MSCB-ADA6-4-2018	6	172,080.00	Bachelor's Degree relevant to the job and has knowledge in computer operation	Relevant training preferably in Office Mgt. and Quality Mgt. System	Relevant experience preferably in office management support services	CS Sub-Professional	* Writing and speaking effectively * Organized and Detail-Oriented * Managing information	Office of the Quality Assurance, Accreditation and Evaluation - Boac Campus