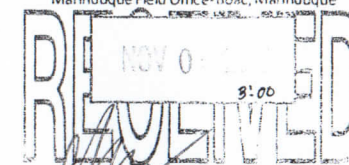


Republic of the Philippines
MARINDUQUE STATE COLLEGE
Request for Publication of Vacant Positions

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

Republic of the Philippines
CIVIL SERVICE COMMISSION Regional Office No. IV
Marinduque Field Office - Boac, Marinduque



ABRAHAM L. CUEVAS
HRMO

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant position of MARINDUQUE STATE COLLEGE in the CSC website:

Date: 5-Nov-18

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 (if applicable)	
1	Chief Administrative Officer	MSCB-CADOF-1-2004	24	73,299	Doctor of Public Administration/ Management or Doctor of Business Administration or Bachelor of Laws (Lawyer)	40 hours relevant training in management and supervision	5 years experience involving management and supervision in a SUC	CS Professional or RA 1080 (BAR Eligibility)	Professionalism, Collaboration, Writing and Speaking Effectively, Information Management, Risk/ Crisis Management; Influencing/ Negotiating, Innovation	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 November 20, 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:

ABRAHAM L. CUEVAS
Administrative Officer V (HRMO)
Tanza, Boac, Marinduque
mhc_hrmo@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.