

CS Form No. 9
Revised 2018

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:

Electronic copy to be submitted to the CSC FO must be in
Republic of the Philippines
CIVIL SERVICE COMMISSION Regional Office No. IV
Marinduque Field Office-Boac, Marinduque

REVOLVED
OCT 31 2018
9:27

ABRAHAM L. CUEVAS
HRMO

Date: 31-Oct-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	Administrative Officer II (Human Resource Mgt. Officer I)	MSCB-ADOF2-1-2018	11	20,179	Bachelor's Degree relevant to the job	8 hours relevant training in HR Mgt. support process or quality mgt. system	1 year relevant experience in human resource mgt. support services	CS Professional or Relevant RA 1080	Writing and speaking effectively, Organized and Detail-Oriented, Managing Information, Interpersonal Relations, Knowledge of Organization, Professionalism, IT Application, Clerical	Human Resource Management Office
2	Administrative Assistant II (Clerk IV)	MSCB-ADAS2-3-2018	8	16,282	Bachelor's Degree relevant to the job	4 hrs. relevant training in Office Mgt. or Quality Mgt. System	1 year relevant experience in office management support services	CS Sub-Professional	Writing and speaking effectively, Organized and Detail-Oriented, Managing Information, Interpersonal Relations, Knowledge of Organization, Professionalism, IT Application, Clerical	Office of the VP for Academic Affairs
3	Administrative Aide VI (Clerk III)	MSCB-ADA6-4-2018	6	14,340	Bachelor's Degree relevant to the job	Relevant training in Office Mgt. or Quality Mgt. System	Relevant experience in office management support services	CS Sub-Professional	Writing and speaking effectively, Organized and Detail-Oriented, Managing Information, Interpersonal Relations, Knowledge of Organization, Professionalism, IT Application, Clerical	Office of the Quality Assurance, Accreditation and Evaluation

4	Administrative Aide IV (Clerk II)	MSCB-ADA4-15-2010	4	12,674	Bachelor's Degree relevant to the job	Relevant training in Office Mgt. or Quality Mgt. System	Relevant experience in office management support services	CS Sub-Professional	Writing and speaking effectively, Organized and Detail-Oriented, Managing Information, Interpersonal Relations, Knowledge of Organization, Professionalism, IT Application, Clerical	Learning Resource Center
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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 15, 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:

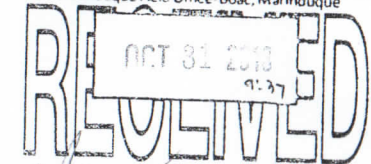
ABRAHAM L. CUEVAS
 Administrative Officer V (HRMO)
 Tanza, Boac, Marinduque
msc_hrmo@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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ABRAHAM L. CUEVAS
HRMO

Date: 31-Oct-18

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Medical Officer III	MSCB-MDOF3-11-2016	21	52,554	Doctor of Medicine	Relevant training	Relevant experience	RA 1080 (Physician)	Physician-related competencies	Health Services Unit
2	Guidance Counselor I	MSCB-GUIDC1-1-1999	11	20,179	Master's Degree in Guidance & Counseling	Relevant training	Relevant experience	RA 1080 (Guidance Counselor)	* Communicate effectively * Organized and Detail- Oriented * Managing information * Preparation, conduct, assessment, and evaluation of project/ activity	Guidance Office

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 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:

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

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