

Republic of the Philippines  
**NORTHWESTERN MINDANAO STATE COLLEGE OF SCIENCE AND TECHNOLOGY**  
 Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the NORTHWESTERN MINDANAO STATE COLLEGE OF SCIENCE AND TECHNOLOGY in the CSC website:

**KRIS MAE B. LAGANG**

**HRMO**

| No. | Position Title<br>(Parenthetical Title,<br>if applicable) | Plantilla Item<br>No.    | Salary/<br>Job/<br>Pay<br>Grade | Monthly<br>Salary | Qualification Standards                          |                  |                  |  |                               | Place of Assignment            |
|-----|---|--------------------------|---------------------------------|-------------------|--|------------------|------------------|--|-------------------------------|--------------------------------|
|     |   |                          |                                 |                   | Education  | Training         | Experience       | Eligibility                                  | Competency<br>(if applicable) |                                |
| 1   | Administrative Aide III<br>(Clerk I)                      | NWMSCSTB-<br>ADA3-5-2004 | 3                               | 13572             | Completion of two<br>years studies in<br>college | None<br>Required | None<br>Required | Career Service<br>(Sub-Prof.) First<br>Level | N/A                           | NMSCST, Labuyo,<br>Tangub City |

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 July 4, 2021.

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](http://www.csc.gov.ph);
2. Performance rating in the last rating period (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:

**KRIS MAE B. LAGANG**

HRMO Director  
 Administrative Building, NMSC, Labuyo, Tangub City  
[hrmo@nmsc.edu.ph](mailto:hrmo@nmsc.edu.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**