

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:

LUANNE KAY R. CLAMONTE

HRMO

Date:

14-Nov-19

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	Guidance Counselor I	NWMSCTB-GUIDC1-3-2019	11	20,754.00	Master's Degree in Guidance & Counseling	N/A	N/A	RA 1080	N/A	NMSCST, Labuyo, Tangub City
2	Administrative Officer 1 (Records Officer I)	NWMSCTB-ADOF1-1-2019	10	19,233.00	Bachelor's Degree	N/A	N/A	Career Service (Prof.) Second Level	N/A	NMSCST, Labuyo, Tangub City
3	Administrative Asst. II (Budgeting Assistant)	NWMSCTB-ADAS2-2-2019	8	16,758.00	At least completion of two years studies in college	1 year relevant experience	4 hours of relevant training	Career Service (Sub-Prof.) First Level	N/A	NMSCST, Labuyo, Tangub City
4	Science Research Specialist I	NWMSCTB-SRAS1-5-2019	13	25,232.00	Bachelor's Degree in the ff. field: Research, Statistics	N/A	N/A	Career Service (Prof.) Second Level	N/A	NMSCST, Labuyo, Tangub City
5	College Librarian I	NWMSCTB-CL1-4-2019	13	25,232.00	Bachelor of Library Science or Info. Science or any Bachelor's degree major in Library Science or Information Science with at least 12 graduate units in Library Science	1 year relevant experience	4 hours of relevant training	RA 1080	N/A	NMSCST, Labuyo, 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 December 20, 2019.

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 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:

LUANNE KAY R. CLAMONTE, RGC

HRMO Designate

Administrative Building, NMSC, Labuyo, Tangub City

luanne_kay@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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1	Administrative Aide III (Clerk I)	NWMSCTB-ADA3-3-2019	3	12,466.00	Completion of 2 years studies or preferably Bachelor's Degree Holder	N/A	N/A	First Level Eligibility	N/A	NMSCST, Labuyo, Tangub City
2	Administrative Assistant II (Accounting Clerk III)	NWMSCTB-ADAS2-3-2019	8	16,758.00	Completion of 2 years studies or preferably Bachelor's Degree Holder	4 hours of relevant training	1 year of relevant experience	First Level Eligibility	N/A	NMSCST, Labuyo, Tangub City
3	Administrative Aide VI (Buyer II)	NWMSCTB-ADA6-6-2019	6	14,847.00	Completion of 2 years studies or preferably Bachelor's Degree Holder	N/A	N/A	First Level Eligibility	N/A	NMSCST, Labuyo, Tangub City
4	Administrative Aide VI (Clerk III)	NWMSCTB-ADA6-5-2019	6	14,847.00	Completion of 2 years studies or preferably Bachelor's Degree Holder	N/A	N/A	First Level Eligibility	N/A	NMSCST, Labuyo, Tangub City
5	Administrative Aide VI (Electrician II)	NWMSCTB-ADA6-4-2019	6	14,847.00	High School Graduate or Completion of relevant vocational/trade course	N/A	N/A	MC 11 S. 96-Cat. 1	N/A	NMSCST, Labuyo, Tangub City
6	Administrative Aide VI (Storekeeper II)	NWMSCTB-ADA6-7-2019	6	14,847.00	Completion of 2 years studies or preferably Bachelor's Degree Holder	N/A	N/A	First Level Eligibility	N/A	NMSCST, Labuyo, Tangub City

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