



Republic of the Philippines
DR. EMILIO B. ESPINOSA, SR. MEMORIAL STATE COLLEGE
OF AGRICULTURE AND TECHNOLOGY
(Masbate State College)
www.debesmscat.edu.ph
Mandaon, Masbate

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 DEBESMSCAT in the CSC website:

ERWIN H. MALTO, Ph.D.

SUC President II

Date: **January 10, 2019**

| 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 Assistant V | ADAS5-8-2018 | 11 | 20,754 | BS Commerce/BSBA/Business Courses | 8 hours | 2 years of relevant experience involving financial management | CS Sub-Prof/1st Level Elig. | Computer Literate | Administration |
| 2 | Administrative Assistant III | ADAS3-2-2016 | 9 | 17,975 | Any Bachelor's Degree | 4 hours | 1 year of relevant experience | CS Sub-Prof/1st Level Elig. | Computer Literate | Administration |
| 3 | Administrative Aide II | ADA2-7-2018 | 2 | 11,761 | High School Graduate | None | None | None | None | Administration |
| 4 | Administrative Aide I | ADA1-6-2018 | 1 | 11,068 | High School Graduate | None | None | None | None | Administration |
| 5 | Administrative Aide I | ADA1-7-2018 | 1 | 11,068 | High School Graduate | None | None | None | None | Administration |

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 January 25, 2019.

Note: Existing qualified COS and JO workers will be given priority pursuant to CSC-COA-DBM Joint Circular No. 1 s. 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 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:

ERWIN H. MALTO, Ph.D.
SUC President II
DEBESMSCAT, Mandaon, Masbate
www.debesmscat.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



Republic of the Philippines
DR. EMILIO B. ESPINOSA, SR. MEMORIAL STATE COLLEGE
OF AGRICULTURE AND TECHNOLOGY
(Masbate State College)
www.debesmscat.edu.ph
Mandaon, Masbate

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 DEBESMSCAT in the CSC website:

ERWIN H. MALTO, Ph.D.

SUC President II

Date: **January 10, 2019**

| 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 Aide I | ADA1-8-2018 | 1 | 11,068 | High School Graduate | None | None | None | None | Administration |
| 2 | Administrative Aide I | ADA1-9-2018 | 1 | 11,068 | High School Graduate | None | None | None | None | Administration |
| 3 | Instructor I | INST1-2-2016 | 12 | 22,938 | Bachelor in Library and Info Science preferably Master's Degree holder | None | None | RA 1080 | Computer Literate | College of Arts and Sciences |

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 January 25, 2019.

Note: Existing qualified COS and JO workers will be given priority pursuant to CSC-COA-DBM Joint Circular No. 1 s. 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 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:

ERWIN H. MALTO, Ph.D.
SUC President II
DEBESMSCAT, Mandaon, Masbate
www.debesmscat.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.