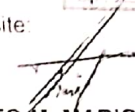


Republic of the Philippines  
UNIVERSITY OF SCIENCE AND TECHNOLOGY OF SOUTHERN PHILIPPINES  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of University of Science and Technology of Southern Philippines in the CSC website:

  
TITO M. MARIQUIT, Ph.D.

Director, HRMO

Date: July 04<sup>h</sup>, 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	Nurse II	MPSCB-NURS2-2-2010	15	30531	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	n/a	Medical Unit, USTP-CDO
2	Dental Aide	MPSCB-DTA-1-1998	4	13214	High School Graduate	none required	none required	None required	n/a	Dental Clinic, USTP-CDO
3	Administrative Aide VI	MPSCB-ADA6-14-2006	6	14847	Completion of two-year studies in college or High School Graduate with relevant trade course.	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	n/a	SPMU, USTP-CDO

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 22, 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](http://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:

HUMAN RESOURCE MANAGEMENT OFFICE  
University of Science and Technology of Southern Philippines  
CM Recto Ave., Lapasan, Cagayan de Oro City.  
[hrmu@ustp.edu.ph](mailto:hrmu@ustp.edu.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Republic of the Philippines  
UNIVERSITY OF SCIENCE AND TECHNOLOGY OF SOUTHERN PHILIPPINES  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of University of Science and Technology of Southern Philippines in the CSC website:

  
TITO M. MARIQUIT, Ph.D.  
Director, HRMO

Date: July 11, 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	Registrar III	MPSCB-R3-1-1998	18	40637	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS Professional (Second Level Eligibility)	N/A	Registrar, USTP-CDO
2	Dentist II	MPSCB-DENT2-1-1998	17	36942	Doctor of Dental Medicine or Dental Surgery	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Dental Clinic, USTP-CDO
3	Administrative Assistant II (Clerk IV)	MPSCB-ADAS2-5-2006	8	16758	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Professional (First Level Eligibility)	N/A	Office of the Vice President for Academic Affairs(OVPAA)
4	Administrative Aide IV (Clerk II)	MPSCB-ADA4-17-2006	4	13214	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	None Required	None Required	Relevant MC 11, s.1996 Career Service (Sub-professional/ First Level Eligibility)	N/A	Office of the Chancellor, USTP-Claveria

5	Administrative Officer V (Finance Officer D)	MPSCB-ADOF5-5-2004	18	40637	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Finance Office, USTP-CDO
6	Administrative Assistant III (Buyer III)	MPSCB-ADAS3-2-2016	9	17975	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub- Professional) First Level Eligibility	N/A	Procurement, USTP-CDO
7	Administrative Aide III	MPSCB-ADA3-8-2005	3	12466	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	Career Service (Sub- Professional) First Level Eligibility	N/A	Supply and Property Mgmt, USTP-CDO
8	Administrative Aide II	MPSCB-ADA2-8-2016	2	11761	Must be able to read and write/Elementary School Graduate	None Required	None Required	None Required	N/A	Jasaan Campus, USTP- CDO

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 22, 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](http://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:

HUMAN RESOURCE MANAGEMENT OFFICE  
 University of Science and Technology of Southern Philippines  
 CM Recto Ave., Lapasan, Cagayan de Oro City.  
[hrmu@ustp.edu.ph](mailto:hrmu@ustp.edu.ph)

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