



Republic of the Philippines
Biliran Province State University
ISO 9001 : 2015 CERTIFIED


HUMAN RESOURCE MANAGEMENT OFFICE

Electronic copy to be submitted to the CSC
FO must be in MS Excel format

Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of BILIRAN PROVINCE STATE UNIVERSITY in the CSC website:


VICTOR C. CAÑEZO, JR., EdD, CHRP
SUC President III
Date: SEPTEMBER 13, 2023

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 III (Cashier II)	NITB-ADOF3-19-2023	14	33,843.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Cash Unit
2	Administrative Assistant II (Property Custodian)	NITB-ADAS2-17-2023	8	19,744.00	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (SubProfessional) First Level Eligibility		Supply and Property Management Unit

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 SEPTEMBER 24, 2023

1. Fully Accomplished Personal Data Sheet (PDS) with recent passport-size 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.

5. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE)

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

VICTOR C. CAÑEZO, JR., EdD, CHRP
SUC President III
Biliran Province State University, P.I. Garcia St., Naval, Biliran
op@bipsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.