




### 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: MARCH 11, 2024

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 (Records Officer II)	NITB-ADOF3-17-2023	14	PHP 33,843.00	Bachelor's degree	4 hours relevant training	1 year relevant experience	Career Service (Professional)/ Second Level Eligibility		General Services Unit
2	Administrative Officer III (Supply Officer II)	NITB-ADOF3-18-2023	14	PHP 33,843.00	Bachelor's degree	4 hours relevant training	1 year relevant experience	Career Service (Professional) Second Level Eligibility		Procurement Unit
3	Administrative Officer I (Records Officer I)	NITB-ADOF1-20-2023	10	PHP 23,176.00	Bachelor's degree	none required	none required	Career Service (Professional)/ Second Level Eligibility		General Services Unit
4	Administrative Officer I (Supply Officer I)	NITB-ADOF1-21-2023	10	PHP 23,176.00	Bachelor's degree	none required	none required	Career Service (Professional) Second Level Eligibility		Procurement 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 MARCH 21, 2024.

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](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.
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](mailto:op@bipsu.edu.ph)

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