

Republic of the Philippines
BILIRAN PROVINCE STATE UNIVERSITY
 Request for Publication of Vacant Positions

To CML SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the BILIRAN PROVINCE STATE UNIVERSITY in the following website:

VICTOR C. CANEZO, JR., EDD, CHRP

University President III

Date:

August 22, 2023

No. (Parentetical Title, if applicable)	Position Title	Paritilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Officer V	NITB-ADOF5-4-2023	18	46725	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Support to Campus Director BIPSU-Biliran Campus
2	Administrative Officer III (Cashier II)	NITB-ADOF3-16-2023	14	33943	Bachelor's Degree relevant to the Job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Cash Unit-BIPSU-Biliran Campus
3	Administrative Officer III (HRMO I)	NITB-ADOF3-15-2023	14	33943	Bachelor's Degree relevant to the Job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Records Unit-BIPSU-Biliran Campus
4	Administrative Officer II	NITB-ADOF2-14-2023	11	27000	Bachelor's Degree relevant to the Job	None Required	None Required	Career Service (Professional) Second Level Eligibility		Human Resources Management Office-BIPSU-Biliran Campus
5	Administrative Officer II (Disbursing Officer II)	NITB-ADAS2-12-2023	8	19744	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub Professional) First Level Eligibility		Cash Unit-BIPSU-Biliran Campus
6	Administrative Assistant II (Property Custodian)	NITB-ADAS2-13-2023	8	19744	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub Professional) First Level Eligibility		Supply Unit and Property Management Unit-BIPSU-Biliran Campus
7	Administrative Assistant II (Budgeting Assistant)	NITB-ADAS2-11-2023	8	19744	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub Professional) First Level Eligibility		Budget Unit-BIPSU-Biliran Campus
8	Administrative Aide VI (Clerk III)	NITB-ADA6-7-2023	6	17553	Completion of two years studies in College	None Required	None Required	Career Service (Sub Professional) First Level Eligibility		Accounting Unit-BIPSU-Biliran Campus
9	Administrative Aide VI (Clerk III)	NITB-ADA6-8-2023	6	17553	Completion of two years studies in College	None Required	None Required	Career Service (Sub Professional) First Level Eligibility		Budget Unit-BIPSU-Biliran Campus

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 Sept. 1, 2023.

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/raaiglicense; 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 of disability (PWD), 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/mail their application to:

VICTOR C. CANEZO, JR., EDD, CHRP

University President III

BIPSU-Biliran Campus, Biliran, Biliran

vikam.hrm@bipsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.