



Republic of the Philippines
Biliran Province State University
ISO 9001 : 2015 CERTIFIED
PRIME HRM Level II Accredited

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
SUC President III
Date: July 28, 2022

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	
1	Administrative Assistant II (Accounting Clerk III)	NITB-ADAS2-11-2004	8	18,988.00	Completion of two (2) years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Budget Office

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 AUGUST 8, 2022.

- Application Letter
- 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;
- 1 copy Certificate of Employment/Service Record (if applicable)
- 2 copies Authenticated Eligibility
- 2 copies Authenticated Certificate of Ratings
- 1 Authenticated copy of Diploma
- 1 Authenticated copy of Transcript of Records
- 1 copy Certificate of Live Birth (PSA) original
- 1 copy Marriage Contract/Certificate (PSA) (if applicable)
- 1 copy Performance Rating (last two (2) rating period; if applicable)
- Certificate of training attended related to the job applied (if applicable)
- 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
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.