

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

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

To: CIVIL 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 CSC website:

VICTOR C. CANEZO, JR. EDD, CHRP
President
Date: Aug. 25, 2023

No. (Parentetical Title, if applicable)	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Administrative Assistant 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
2									
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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. 4, 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/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 of disability (PWD), ethnicity, political affiliation, to include members of the indigeuous 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. CANEZO, JR. EDD, CHRP
President
BIPSU-Biliran Campus, Biliran, Biliran