



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:

[Signature]
VICTOR C. CAÑEZO, JR., EdD
SUC President III

Date: November 22, 2021

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	Science Research Assistant	NITB-SRAS-9-2005	9	19,953.00	Completion of two (2) years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Research Office
2	Administrative Aide III (Utility Worker II)	NITB-ADA3-6-2004	3	13,572.00	Must be able to read and write	none required	none required	None required (MC 10., s. 2013, CAT. III)	Registrar's 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 Dec. 8, 2021.

1. One (1) copy of fully accomplished Personal Data Sheet (PDS) revised 2017 (CSC Form 212, attached Work Experience Sheet) *dated on or before submission of application.
2. One (1) copy Performance rating (last two rating period if applicable)
3. One (1) original copy of Certificate of Live Birth (PSA)
4. One (1) original copy of Marriage Contract/Certificate (PSA) (if applicable)
5. One (1) authenticated copy of Diploma
6. One (1) authenticated copy of Eligibility/ID License
7. One (1) authenticated copy Certificate of Ratings
8. One (1) copy Certificate of Employment/Service Record (if applicable)
9. Certificate of training attended related to the job applied (if applicable)
10. One (1) copy of NBI Clearance

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.