



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: JULY 25, 2023

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	Attorney IV	NITB-ATY4-18-2023	23	80,003.00	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080, as amended (Attorney)		Legal Unit
2	Supervising Administrative Officer	NITB-SADOF-3-2023	22	71,511.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		Administrative Division
3	Supervising Administrative Officer	NITB-SADOF-4-2023	22	71,511.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		Finance Division
4	Information Technology Officer I	NITB-ITO1-25-2023	19	51,357.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Information and Communication Technology Unit
5	Administrative Officer V	NITB-ADOF5-6-2023	18	46,725.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		General Services 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 AUGUST 4, 2023.

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- 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;
- Performance rating in the last rating period (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records.
- 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


APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



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6	Administrative Officer V	NITB-ADOF5-7-2023	18	46,725.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Procurement Unit
7	Administrative Officer V (Records Officer III)	NITB-ADOF5-3-2004	18	46,725.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Records Unit
8	Administrative Officer V (Budget Officer III)	NITB-ADOF5-8-2023	18	46,725.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Budget Unit
9	Accountant II	NITB-A2-2-2023	16	39,672.00	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 as amended (CPA)		Accounting Unit
10	Information Systems Analyst II	NITB-INFOSA2-24-2023	16	39,672.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Information and Communication Technology Unit

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11	Project Development Officer II	NITB-PDO2-10-2023	15	36,619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Project Management Unit
12	Administrative Officer IV	NITB-ADOF4-18-2023	15	36,619.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		Quality Assurance Office
13	Administrative Officer IV (Budget Officer II)	NITB-ADOF4-20-2023	15	36,619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Budget Unit
14	Administrative Officer III (Cashier II)	NITB-ADOF3-16-2023	14	33,843.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Cash Unit
15	Accountant I	NITB-A1-1-2023	12	29,165.00	Bachelor's degree in Commerce/Business Administration major in Accounting	none required	none required	RA 1080 as amended (CPA)		Accounting Unit
16	Administrative Assistant II (Property Custodian)	NITB-SADOF-4-2023	8	19,744.00	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (SubProfessional) Second Level Eligibility		Supply and Property Management Unit

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