

Republic of the Philippines
PGO BILIRAN
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 PGO BILIRAN in the CSC website:

Maitas S. Cordova
MAITAS S. CORDOVA
HRMO

Date: February 21, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Assistant I (Reproduction Machine Operator III)	45	7	14,602.00	Elementary School Graduate	None required	None required	None required (MC 10 s. 2013)	None	Office of the Governor
2	Administrative Aide II (Messenger)	126	2	10,872.00	Elementary School Graduate	None required	None required	None required (MC 10 s. 2013)	None	Provincial Administrator's Office
3	Administrative Aide I (Utility Worker I)	211	1	10,229.00	Must be able to read and write	None required	None required	None required (MC 10 s. 2013)	None	Office of the Provincial Treasurer

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 March 8, 2022.

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.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

ROGELIO J. ESPINA, MD, FPOA
Provincial Governor
Calumpang, Naval, Biliran
hmbiliranprovince@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.