

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:


MAITA S. CORDOVA
HRMO

Date: March 28, 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	Administrative Aide IV (Bookbinder II)	TREAS-ADAIV BBII-2	4	15,586.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 Cat. III)	None	Provincial Treasurer's Office
2	Administrative Aide VI (Clerk III)	TOURISM- ADAVI CLRKIII	6	14,920.00	Completion of two years studies in college	None required	None required	Career Service Sub- professional (First Level Eligibility)	None	Provincial Tourism Office
3	Watchman I	GO-CSU-WMI- 7	2	11,746.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 Cat. III)	None	Office of the Governor- Civil Security 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 April 12, 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. The Provincial Government of Biliran 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 with diverse sexual orientation, gender identity or expression (SOGIE)

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

GERARD ROGER M. ESPINA
Provincial Governor
Calumpang, Naval, Biliran
hrrmobiliranprovince@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.