

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: September 14, 2021

No.	Position Title (Parentetical Title, if applicable)	Planilla 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)	599, 600	4	12240	Elementary School Graduate	None required	None required	None required (MC 10, s.2013 Cat. III)	None	Sangguniang Panlalawigan Office
2	Administrative Aide I (Utility Worker I)	82	1	10229	Must be able to read and write	None required	None required	None required (MC 10, s.2013 Cat. III)	None	Sangguniang Panlalawigan Office
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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 September 29, 2021.

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
hrmobiliranprovince@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.