

Electronic copy to be submitted to the  
CSC FO  
must be in MS Excel format

Republic of the Philippines  
Provincial Government of 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 Provincial Government of Biliran in the CSC website:

*Magsandra*  
MAITA S. CORDOVA

Admin Officer IV

Date: December 9, 2020

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 I (Laborer I)	55 & 56	1	9,408.00	Must be able to read and write	None required	None required	None required		Provincial
								(MC II, s. 96-Cat. III)		Environmental
										Protection and Disaster
										Management Office
2	Social Welfare Officer I	419	11	17,641.00	Bachelor's Degree in Social Work	None required	None required	RA 1080		Department of Social
								(Social Work)		Welfare Development

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 December 24, 2020.

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](http://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

[hromobiliranprovince@gmail.com](mailto:hromobiliranprovince@gmail.com)

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