

Republic of the Philippines  
**PGO BILIRAN**  
Request for Publication of Vacant Positions

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

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:

*Matta S. Cordova*  
**MATTA S. CORDOVA**  
HRMO

Date:

December 28, 2021

No.	Position Title (Parentetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Aide IV (Bookbinder II)	215	4	12240	Elementary School Graduate	None required	None required	None required (CSC MC 11 s. 1996, as amended by CSC MC 10 s. 2013 Cat III)	None	Office of the Provincial Treasurer
2	Animal Keeper I	556	4	12240	Must be able to read and write	None required	None required	None required (CSC MC 11 s. 1996, as amended by CSC MC 10 s. 2013 Cat III)	None	Office of the Provincial Veterinary
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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 January 12, 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](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)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.