

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: July 13, 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	Watchman I	GO- CSU- WMI- 15	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 Office
2	Nurse I	BPER- NARSI- 4	15	36,619.00	Bachelor of Science in Nursing	None required	None required	RA 1080 (Nurse)	None	Biliran Provincial Hospital
3	Administrative Officer IV (Administrative Officer II)	ADMIN- ADOIV AOII	15	31,126.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional Second Level Eligibility	None	Provincial Administrator's Office
4	Administrative Aide II (Messenger)	ADMIN- ADAII MSSNGR	2	11,746.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 Cat. III)	None	Provincial Administrator's Office
5	Administrative Aide I (Utility Worker I)	ACCTG- ADAI UWI- 1	1	11,050.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 Cat. III)	None	Provincial Accountant's Office
6	Administrative Assistant V (DEMO III)	GSO- ADASV DEMOIII	11	22,950.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Relevant MC 11, s. 1996 as amended by CSC MC 10, s. 2013; Career Service Subprofessional/First Level Eligibility	None	General Services Office
7	Administrative Aide III (Utility Worker II)	GSO- ADAIII CLRK- 2	3	12,476.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 Cat. III)	None	General Services Office
8	Administrative Aide III (Laborer II)	GSO- ADAIII LBRII- 2	3	12,476.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 Cat. III)	None	General Services Office

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 July 28, 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](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.
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

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

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**