



Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of BILIRAN PROVINCE STATE UNIVERSITY in the CSC website:

VICTOR C. CAÑEZO, JR., EdD, CHRP
SUC President III
Date: February 21, 2024

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	Internal Auditor III	NITB-IAUD3-19-2023	18	PHP 46,725.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant training	Career Service (Professional)/ Second Level Eligibility		Internal Audit Unit
2	Internal Auditor II	NITB-IAUD2-17-2023	15	PHP 36,619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant training	Career Service (Professional)/ Second Level Eligibility		Internal Audit Unit
3	Administrative Officer IV (HRMO II)	NITB-ADOF4-21-2023	15	PHP 36,619.00	Bachelor's degree	8 hours relevant training	1 year relevant experience	Career Service (Professional)/ Second Level Eligibility		Human Resource Management Office
4	Board Secretary I	NITB-BS1-26-2023	14	PHP 33,843.00	Bachelor's Degree	4 hours relevant training	1 year relevant experience	Career Service (Professional)/ Second Level Eligibility		Office of the University Board Secretary
5	Administrative Officer III	NITB-ADOF3-17-2023	14	PHP 33,843.00	Bachelor's degree relevant to the job	4 hours relevant training	1 year relevant experience	Career Service (Professional)/ Second Level Eligibility		General Services 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 March 4, 2024.

page 1 of 4

- Fully Accomplished Personal Data Sheet (PDS) with recent passport-size picture (CS Form No. 212 Revised 2017) which can be downloaded at www.csc.gov.ph;
- Performance rating in the last rating period (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records.
- This Office highly 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 those with diverse sexual orientation, gender identity and expression (SOGIE)

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

VICTOR C. CAÑEZO, JR., EdD, CHRP
SUC President III
Biliran Province State University, P.I. Garcia St., Naval, Biliran
op@bipsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of BILIRAN PROVINCE STATE UNIVERSITY in the CSC website:

VICTOR C. CAÑEZO, JR., EdD, CHRP
SUC President III
Date: February 21, 2024

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)	
6	Administrative Officer III	NITB-ADOF3-18-2023	14	PHP 33,843.00	Bachelor's degree relevant to the job	4 hours relevant training	1 year relevant experience	Career Service (Professional)/ Second Level Eligibility		Procurement Unit
7	Administrative Officer III (Supply Officer II)	NITB-ADOF3-21-2023	14	PHP 33,843.00	Bachelor's degree	4 hours relevant training	1 year relevant experience	Career Service (Professional)/ Second Level Eligibility		Supply and Property Management Unit
8	Administrative Officer II (HRMO I)	NITB-ADOF2-18-2023	11	PHP 27,000.00	Bachelor's degree	none required	none required	Career Service (Professional)/ Second Level Eligibility		Human Resource Management Office
9	Administrative Officer I	NITB-ADOF1-20-2023	10	PHP 23,176.00	Bachelor's degree relevant to the job	none required	none required	Career Service (Professional)/ Second Level Eligibility		General Services Unit
10	Administrative Officer I (Supply Officer I)	NITB-ADOF1-24-2023	10	PHP 23,176.00	Bachelor's degree	none required	none required	Career Service (Professional)/ Second Level Eligibility		Supply and Property Management 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 March 4, 2024 page 2 of 4

- Fully Accomplished Personal Data Sheet (PDS) with recent passport-size picture (CS Form No. 212 Revised 2017) which can be downloaded at www.csc.gov.ph;
- Performance rating in the last rating period (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records.
- This Office highly 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 those with diverse sexual orientation, gender identity and expression (SOGIE)

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

VICTOR C. CAÑEZO, JR., EdD, CHRP
SUC President III
Biliran Province State University, P.I. Garcia St., Naval, Biliran
op@bipsu.edu.ph


APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of BILIRAN PROVINCE STATE UNIVERSITY in the CSC website:


VICTOR C. CAÑEZO, JR., EdD, CHRP
SUC President III
Date: February 21, 2024

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)	
11	Administrative Officer I (Records Officer I)	NITB-ADOF1-23-2023	10	PHP 23,176.00	Bachelor's degree	none required	none required	Career Service (Professional)/ Second Level Eligibility		Records Unit
12	Administrative Assistant III (Computer Operator II)	NITB-ADAS3-18-2023	9	PHP 21,211.00	Completion of two years studies in College or High School Graduate with relevant vocational/trade course	4 hours relevant training	1 year relevant experience	Career Service (SubProfessional)/ Data Encoder (MC II, s.96-Cat 1)/ First Level Eligibility		Office of the University Board Secretary
13	Administrative Assistant III (Computer Operator II)	NITB-ADAS3-19-2023	9	PHP 21,211.00	Completion of two years studies in College or High School Graduate with relevant vocational/trade course	4 hours relevant training	1 year relevant experience	Career Service (SubProfessional)/ Data Encoder (MC II, s.96-Cat 1)/ First Level Eligibility		Support Staff of SUC President
14	Administrative Assistant III (Computer Operator II)	NITB-ADAS3-6-2007	9	PHP 21,211.00	Completion of two years studies in College or High School Graduate with relevant vocational/trade course	4 hours relevant training	1 year relevant experience	Career Service (SubProfessional)/ Data Encoder (MC II, s.96-Cat 1)/ First Level Eligibility		Support Staff SUC VP
15	Administrative Assistant II (HRM Assistant I)	NITB-ADAS2-15-2023	8	PHP 19,744.00	Completion of two years studies in College	4 hours relevant training	1 year relevant experience	Career Service (SubProfessional)/ First Level Eligibility		Human Resource Management 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 March 4, 2024

page 3 of 4

- Fully Accomplished Personal Data Sheet (PDS) with recent passport-size picture (CS Form No. 212 Revised 2017) which can be downloaded at www.csc.gov.ph;
 - Performance rating in the last rating period (if applicable);
 - Photocopy of certificate of eligibility/rating/license; and
 - Photocopy of Transcript of Records.
5. This Office highly 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 those with diverse sexual orientation, gender identity and expression (SOGIE)

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

VICTOR C. CAÑEZO, JR., EdD, CHRP
SUC President III
Biliran Province State University, P.I. Garcia St., Naval, Biliran
op@bipsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of BILIRAN PROVINCE STATE UNIVERSITY in the CSC website:

VICTOR C. CAÑEZO, JR., EdD, CHRP
SUC President III
Date: February 21, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary / Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
16	Administrative Aide VI (Clerk III)	NITB-ADA6-16-2023	6	PHP 17,553.00	Completion of two years studies in College	none required	none required	Career Service (SubProfessional)/ First Level Eligibility		Quality Assurance Office
17	Administrative Aide VI (Clerk III)	NITB-ADA6-17-2023	6	PHP 17,553.00	Completion of two years studies in College	none required	none required	Career Service (SubProfessional)/ First Level Eligibility		Support Staff of SUC VicePresident
18	Administrative Aide VI (Clerk III)	NITB-ADA6-18-2023	6	PHP 17,553.00	Completion of two years studies in College	none required	none required	Career Service (SubProfessional)/ First Level Eligibility		Support Staff of SUC President
19	Administrative Aide VI (Clerk III)	NITB-ADA6-19-2023	6	PHP 17,553.00	Completion of two years studies in College	none required	none required	Career Service (SubProfessional)/ First Level Eligibility		Procurement 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 March 4, 2024

1. Fully Accomplished Personal Data Sheet (PDS) with recent passport-size 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. This Office highly 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 those with diverse sexual orientation, gender identity and expression (SOGIE)

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

VICTOR C. CAÑEZO, JR., EdD, CHRP
SUC President III
Biliran Province State University, P.I. Garcia St., Naval, Biliran
op@bipsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.