

Republic of the Philippines  
**CIVIL SERVICE COMMISSION**  
Biliran Provincial Office  
6560 Naval, Biliran

# BULLETIN

of

## VACANT POSITIONS

in the

## GOVERNMENT

(pursuant to R.A.7041)

*Date Released:* **March 28, 2018**





Republic of the Philippines  
**NAVAL STATE UNIVERSITY**  
P. I. Garcia St., Naval, Biliran Province, Philippines  
Telefax No. (053) 500-9045  
**SUC LEVEL III-A**  
(per DBM-CHED Joint Circular #1-B, dated June 21, 2007)



**Request for Publication of Vacant Positions**

**To: CIVIL SERVICE COMMISSION (CSC)**

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

**VICTOR C. CAÑEZO, JR., Ed. D.**

OIC University President

Date: \_\_\_\_\_

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	One (1) Associate Professor V	NITB-APRO5-2-2008	23	787,248.00	Master's degree in the in the area of specialization or its allied / related fields	16 hrs. or relevant training	3 years of relevant experience	None required / RA 1080 (for course requiring BAR or BOARD eligibility)		
2	One (1) Associate Professor V	NITB-APRO5-6-2012	23	787,248.00	Master's degree in the in the area of specialization or its allied / related fields	16 hrs. or relevant training	3 years of relevant experience	None required / RA 1080 (for course requiring BAR or BOARD eligibility)		
3	One (1) Associate Professor V	NITB-APRO5-17-2014	23	787,248.00	Master's degree in the in the area of specialization or its allied / related fields	16 hrs. or relevant training	3 years of relevant experience	None required / RA 1080 (for course requiring BAR or BOARD eligibility)		
4	One (1) Associate Professor III	NITB-APRO3-16-2014	21	630,648.00	Master's degree in the in the area of specialization or its allied / related fields	8 hrs. or relevant training	2 years of relevant experience	None required / RA 1080 (for course requiring BAR or BOARD eligibility)		
5	One (1) Associate Professor II	NITB-APRO2-4-1998	20	564,444.00	Master's degree in the in the area of specialization or its allied / related fields	8 hrs. or relevant training	2 years of relevant experience	None required / RA 1080 (for course requiring BAR or BOARD eligibility)		
6	One (1) Associate Professor II	NITB-APRO2-9-2008	20	564,444.00	Master's degree in the in the area of specialization or its allied / related fields	8 hrs. or relevant training	2 years of relevant experience	None required / RA 1080 (for course requiring BAR or BOARD eligibility)		
7	One (1) Associate Professor II	NITB-APRO2-10-2009	20	564,444.00	Master's degree in the in the area of specialization or its allied / related fields	8 hrs. or relevant training	2 years of relevant experience	None required / RA 1080 (for course requiring BAR or BOARD eligibility)		

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 April 20, 2018.

PAGE 1 OF 3

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 present position for one (1) year (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:

**VICTOR C. CAÑEZO, JR., Ed. D.**

OIC University President

Naval State University, P. I. Garcia St., Naval, Biliran

[oic.president@nsu.edu.ph](mailto:oic.president@nsu.edu.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



Republic of the Philippines  
**NAVAL STATE UNIVERSITY**  
P. J Garcia St., Naval, Biliran Province, Philippines  
Telefax No. (053) 500-9045  
**SUC LEVEL III-A**  
(per DBM-CHED Joint Circular #1-B, dated June 21, 2007)



**Request for Publication of Vacant Positions**

**TO: CIVIL SERVICE COMMISSION (CSC)**

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

**VICTOR C. CAÑEZO, JR., Ed. D.**

OIC University President

Date: \_\_\_\_\_

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility			
8	One (1) Associate Professor II	NITB-APRO2-16-2014	20	564,444.00	Master's degree in the in the area of specialization or its allied / related fields	8 hrs. or relevant training	2 years of relevant experience	None required / RA 1080 (for course requiring BAR or BOARD eligibility)			
9	One (1) Associate Professor I	NITB-APRO1-2-2012	19	505,188.00	Master's degree in the in the area of specialization or its allied / related fields	8 hrs. or relevant training	2 years of relevant experience	None required / RA 1080 (for course requiring BAR or BOARD eligibility)			
10	One (1) Assistant Professor II	NITB-AP2-4-1998	16	381,180.00	Master's degree in the in the area of specialization or its allied / related fields	4 hrs. or relevant training	1 year of relevant experience	None required / RA 1080 (for course requiring BAR or BOARD eligibility)			
11	One (1) Assistant Professor I	NITB-AP1-7-2014	15	348,120.00	Master's degree in the in the area of specialization or its allied / related fields	4 hrs. or relevant training	1 year of relevant experience	None required / RA 1080 (for course requiring BAR or BOARD eligibility)			
12	One (1) Assistant Professor I	NITB-AP1-12-2004	15	348,120.00	Master's degree in the in the area of specialization or its allied / related fields	4 hrs. or relevant training	1 year of relevant experience	None required / RA 1080 (for course requiring BAR or BOARD eligibility)			
13	One (1) Assistant Professor I	NITB-AP1-18-1998	15	348,120.00	Master's degree in the in the area of specialization or its allied / related fields	4 hrs. or relevant training	1 year of relevant experience	None required / RA 1080 (for course requiring BAR or BOARD eligibility)			

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 April 20, 2018.

PAGE 2 OF 3

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 present position for one (1) Year (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/emails their application to:

**VICTOR C. CAÑEZO, JR., Ed. D.**

OIC University President

Naval State University, P. J. Garcia St., Naval, Biliran

[vic.president@nsu.edu.ph](mailto:vic.president@nsu.edu.ph)

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Republic of the Philippines  
**NAVAL STATE UNIVERSITY**  
P. I. Garcia St., Naval, Biliran Province, Philippines  
Telefax No. (053) 500-9045  
**SUC LEVEL III-A**  
(per DBM-CHED Joint Circular #1-B, dated June 21, 2007)



**Request for Publication of Vacant Positions**

To: **CIVIL SERVICE COMMISSION (CSC)**

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

**VICTOR C. CAÑEZO, JR., Ed. D.**  
OIC University President  
Date: \_\_\_\_\_

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
14	One (1) Assistant Professor I	NITB-AP1-26-1998	15	348,120.00	Master's degree in the in the area of specialization or its allied / related fields	4 hrs. or relevant training	1 year of relevant experience	None required / RA 1080 (for course requiring BAR or BOARD eligibility)		
15	One (1) Instructor III	NITB-INST3-20-2009	14	317,928.00	Master's degree in the in the area of specialization or its allied / related fields	4 hrs. or relevant training	1 year of relevant experience	None required / RA 1080 (for course requiring BAR or BOARD eligibility)		
16	One (1) Instructor I	NITB-INST1-2-2015	12	265,788.00	Master's degree in the in the area of specialization or its allied / related fields	4 hrs. or relevant training	1 year of relevant experience	None required / RA 1080 (for course requiring BAR or BOARD eligibility)		
17	One (1) Instructor I	NITB-INST1-8-2015	12	265,788.00	Master's degree in the in the area of specialization or its allied / related fields	4 hrs. or relevant training	1 year of relevant experience	None required / RA 1080 (for course requiring BAR or BOARD eligibility)		
18	One (1) Instructor I	NITB-INST1-23-1998	12	265,788.00	Master's degree in the in the area of specialization or its allied / related fields	4 hrs. or relevant training	1 year of relevant experience	None required / RA 1080 (for course requiring BAR or BOARD eligibility)		

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 April 20, 2018.

PAGE 3 OF 3

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2. Performance rating in the present position for one (1) year (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:

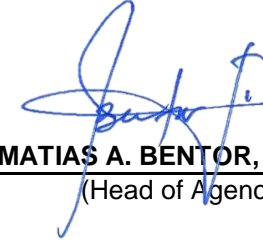
**VICTOR C. CAÑEZO, JR., Ed. D.**  
OIC University President  
Naval State University, P. I. Garcia St., Naval, Biliran  
[vic.president@nsu.edu.ph](mailto:vic.president@nsu.edu.ph)

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Republic of the Philippines  
NAVAL STATE UNIVERSITY-Biliran Campus  
Biliran, Biliran  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of NSU-Biliran Campus in the CSC website:



MATIAS A. BENTOR, JR., D.M.  
(Head of Agency)

Date: \_\_\_\_\_

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Instructor I	NITB-INST1-94-2016	12	265,788.00	Master;s degree in the field of specialization or its allied/related fields	None required	None required	None Required/RA 1080(for courses requiring BAR or BOARD eligibility)		NSU-Biliran Campus, Biliran, Biliran

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 01/31/2018.

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 present position for one (1) year (if applicable);
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QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:



MATIAS A. BENTOR, JR., D.M.

Campus Director

NSU-Biliran Campus


[nsu\\_bilirancampus@yahoo.com](mailto:nsu_bilirancampus@yahoo.com)

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Republic of the Philippines  
NAVAL STATE UNIVERSITY-Biliran Campus  
Biliran, Biliran  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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MATIAS A. BENTOR, JR., D.M.

(Head of Agency)

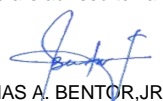
Date: \_\_\_\_\_

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide IV	NITB-ADA4-9-2004	4	152,088.00	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility		NSU-Biliran Campus, Biliran, Biliran

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Campus Director

NSU-Biliran Campus

[nsu\\_bilirancampus@yahoo.com](mailto:nsu_bilirancampus@yahoo.com)

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Republic of the Philippines  
NAVAL STATE UNIVERSITY-Biliran Campus  
Biliran, Biliran  
Request for Publication of Vacant Positions

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Date: \_\_\_\_\_

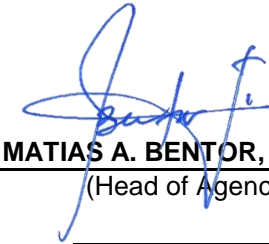
No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Associate Prof. III	NITB-APRO3-13-2014	21	630,648.00	Master;s degree in the field of specialization or its allied/related fields	8 hours of relevant training	2 years of relevant experience	None Required/RA 1080(for courses requiring BAR or BOARD eligibility)		NSU-Biliran Campus, Biliran, Biliran
2	Assistant Prof. IV	NITB-AP4-5-2009	18	457,020.00	Master;s degree in the field of specialization or its allied/related fields	4 hours of relevant training	1 year of relevant experience	None Required/RA 1080(for courses requiring BAR or BOARD eligibility)		NSU-Biliran Campus, Biliran, Biliran
3	Assistant Prof. III	NITB-AP3-9-2014	17	417,372.00	Master;s degree in the field of specialization or its allied/related fields	4 hours of relevant training	1 year of relevant experience	None Required/RA 1080(for courses requiring BAR or BOARD eligibility)		NSU-Biliran Campus, Biliran, Biliran
4	Instructor I	NITB-INST1-102-2016	12	265,788.00	Master;s degree in the field of specialization or its allied/related fields	None required	None required	None Required/RA 1080(for courses requiring BAR or BOARD eligibility)		NSU-Biliran Campus, Biliran, Biliran



Republic of the Philippines  
NAVAL STATE UNIVERSITY-Biliran Campus  
Biliran, Biliran  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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**MATIAS A. BENTOR, JR., D.M.**  
(Head of Agency)

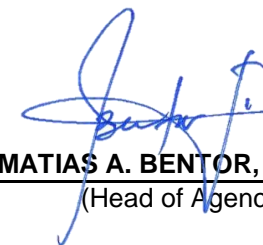
Date: \_\_\_\_\_

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
5	Instructor I	NITB-INST1-103-2016	12	265,788.00	Master;s degree in the field of specialization or its allied/related fields	None required	None required	None Required/RA 1080(for courses requiring BAR or BOARD eligibility)		NSU-Biliran Campus, Biliran, Biliran
6	Instructor I	NITB-INST1-104-2016	12	265,788.00	Master;s degree in the field of specialization or its allied/related fields	None required	None required	None Required/RA 1080(for courses requiring BAR or BOARD eligibility)		NSU-Biliran Campus, Biliran, Biliran
7	Instructor I	NITB-INST1-105-2016	12	265,788.00	Master;s degree in the field of specialization or its allied/related fields	None required	None required	None Required/RA 1080(for courses requiring BAR or BOARD eligibility)		NSU-Biliran Campus, Biliran, Biliran
8	Administrative Officer IV	NITB-ADOF4-10-2004	15	348,120.00	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		NSU-Biliran Campus, Biliran, Biliran
9	Agricultural Technician I	NITB-AGT1-8-2005	6	172,080.00	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility		NSU-Biliran Campus, Biliran, Biliran

Republic of the Philippines  
NAVAL STATE UNIVERSITY-Biliran Campus  
Biliran, Biliran  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of NSU-Biliran Campus in the CSC website:



MATIAS A. BENTOR, JR., D.M.

(Head of Agency)

Date: \_\_\_\_\_

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
10	Heavy Equipment Operator I	NITB-HEO1-1-2001	4	152,088.00	High School Graduate or completion of relevant vocational/trade course	None required	None required	Heavy Equipment Operator (MC 11,s.96-CAT)		NSU-Biliran Campus, Biliran, Biliran
11	Farm Worker I	NITB-FAWK1-9-2010	3	142,968.00	High School Graduate	None required	None required	None required (MC11,s.96-CAT-11)		NSU-Biliran Campus, Biliran, Biliran
12	Watchman I	NITB-WCHM1-1-2001	2	134,400.00	High School Graduate	None required	None required	None required (MC11,s.96-CAT-11)		NSU-Biliran Campus, Biliran, Biliran
13	Administrative Aide I	NITB-ADA1-11-2004	1	126,120.00	High School Graduate	None required	None required	None required (MC11,s.96-CAT-11)		NSU-Biliran Campus, Biliran, Biliran
14	Administrative Aide I	NITB-ADA1-11-2004	1	126,120.00	High School Graduate	None required	None required	None required (MC11,s.96-CAT-11)		NSU-Biliran Campus, Biliran, Biliran

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 01/31/2018.

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3. Photocopy of certificate of eligibility/rating/license; and
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QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

\_\_\_\_\_  
MATIAS A. BENTOR, JR. D.M.  
\_\_\_\_\_  
Campus Director  
\_\_\_\_\_  
NSU-Biliran Campus  
\_\_\_\_\_  
[nsu\\_bilirancampus@yahoo.com](mailto:nsu_bilirancampus@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Republic of the Philippines  
Province of Biliran  
MUNICIPALITY OF CAIBIRAN  
6565

Request for Publication of Vacant Positions



To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU - CAIBIRAN, BILIRAN in the CSC website:

ENGR. EULALIO G. MADERAZO  
(Head of Agency)

Date: \_\_\_\_\_

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Plac Assig
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer-I	6	11	P169,500.00	Bachelor's Degree	None Required	None Required	CS Professional		Caibir
2	Administrative Assistant	7	8	P136,764.00	Completion of 2 years college studies	4 hrs of relevant training	1 year relevant experience	CS Subprofessional		Caibir
3	Mun. Daycare Worker	8	6	P120,456.00	High School Graduate	None Required	None Required	None Required		Caibir
4	Admin. Aide IV (Pipefitter-II)	34	5	P113,244.00	Elementary School Graduate	None Required	None Required	Pipefitter/Plumber (MC 11, s.96 Cat I)		Caibir
5	Admin. Assist. I (Computer Operator)	46	7	P128,124.00	Completion of 2 years college studies or High School Graduate with relevant vocational/trade course	None Required	None Required	CS Subprofessional		Caibir
6	Revenue Coll. Clerk-I	51	5	P108,996.00	Completion of 2 years college studies	None Required	None Required	CS Subprofessional		Caibir
7	Admin. Aide I (Utility Worker)	60	1	P88,284.00	Must be able to read and write	None Required	None Required	None Required		Caibir

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 **APRIL 15, 2018**

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 present position for one (1) year (if applicable);
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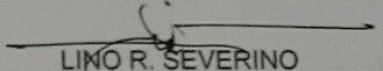
ENGR. EULALIO G. MADERAZO  
Municipal Mayor  
Caibiran, Biliran  
[lgucaibiran@yahoo.com](mailto:lgucaibiran@yahoo.com)

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Republic of the Philippines  
TESDA-CNSAT  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of TESDA-CNSAT in the CSC website:

  
LINO R. SEVERINO  
(Head of Agency)

Date: March 20, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer I (Human Resource Management Officer)	TESDA-OEOB-ADOF1-71-2017	10	18,718	Bachelor's Degree relevant to the job	None Required	None Required	Civil Service Professional / Second Level Eligibility	<ul style="list-style-type: none"> <li>*Demonstrate Positive Work Values</li> <li>*Manage Records</li> <li>*Participate in Workplace Communication</li> <li>*Practice Housekeeping Procedures (5S)</li> <li>*Practice Occupational Health and Safety Procedures</li> <li>*Practice Career Professionalism</li> <li>*Provide Support Services</li> <li>*Use Relevant Technologies</li> <li>*Work in a Team Environment</li> </ul>	TESDA - CNSAT

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 **April 6, 2018**.

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 present position for one (1) year (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:

LINO R. SEVERINO

Vocational School Administrator III

TESDA-CNSAT, Cabucgayán, Biliran


[cnsat@tesda.gov.ph](mailto:cnsat@tesda.gov.ph)

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Republic of the Philippines  
(Name of Agency)  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (DEPARTMENT OF EDUCATION DIVISION OF BILIRAN) in the CSC website:

  
PEDRO T. ESCOBARTE JR., PH.D., CESO V  
(Head of Agency)

Date: March 21, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Teacher III	OSEC-DECSB-TCH3-54212-1998	13	290,688.00	Bachelor of Elementary Education (BEED) or Bachelor's degree with 18 professional units in Education Major Field of Specialization	None Required	2 years relevant experience	RA 1080 PBET/LET		ELEMENTARY
2	Teacher II	OSEC-DECSB-TCH2-540903-2017	12	265,788.00	Bachelor of Secondary Education (BSED) or Bachelor's degree with 18 professional units in Education Major Field of Specialization	None Required	1yr Relevant Experience	LET/RA1080		Senior High School
3	Teacher II	OSEC-DECSB-TCH2-540958-2016	12	265,788.00				LET/RA1080		Senior High School
4	Teacher I	OSEC-DECSB-TCH1-541392-2016	11	242,148.00				LET/RA1080		Senior High School
5	Watchman I	OSEC-DECSB-WCHM1-540078-1998	2	134,400.00	Elementary School Graduate	None Required	None Required	None Required MC 11 S. 96 Cat III		Secondary
6	Administrative Aide VI	OSEC-DECSB-ADA6-540077-2004	6	172,080.00	Completion of 2 years in college	None Required	None Required	Sub Professional Eligibility/MC11/First Level Eligibility		Secondary
7	Administrative Aide VI	OSEC-DECSB-ADA6-540058-2014	6	172,080.00	Completion of 2 years in college	None Required	None Required			ELEMENTARY
8	Administrative Aide VI	OSEC-DECSB-ADA6-540072-2004	6	172,080.00	Completion of 2 years in college	None Required	None Required			ELEMENTARY

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 April 14, 2018.

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 present position for one (1) year (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: April 14, 2018 to April 15, 2018

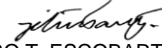
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PEDRO T. ESCOBARTE JR., Ph.D., CESO V  
\_\_\_\_\_  
Schools Division Superintendent  
\_\_\_\_\_  
DepEd Biliran, Larrabal, Naval, Biliran  
\_\_\_\_\_  
[biliran@deped.gov.ph](mailto:biliran@deped.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

**Republic of the Philippines**  
**(Name of Agency)**  
**Request for Publication of Vacant Positions**

**To: CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of (DEPARTMENT OF EDUCATION DIVISION OF BILIRAN) in the CSC website:

  
PEDRO T. ESCOBARTE JR., PH.D., CESO V  
(Head of Agency)

Date: March 21, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	ADMINISTRATIVE ASSISTANT II	ADAS2-540175-2016	8	195,384.00	COMPLETION OF TWO(2) YEARS IN COLLEGE INCLUDING OR SUPPLEMENTED WITH 12 UNITS IN ACCOUNTING.	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT TRAINING	CS SUBPROFESSIONAL/ FIRST LEVEL ELIGIBILITY		SHS
2	ADMINISTRATIVE ASSISTANT II	ADAS2-540178-2016	8	195,384.00						
3	ADMINISTRATIVE ASSISTANT II	ADAS2-540186-2016	8	195,384.00						
4	ADMINISTRATIVE ASSISTANT II	ADAS2-540185-2016	8	195,384.00						
5	ADMINISTRATIVE ASSISTANT II	ADAS2-540189-2016	8	195,384.00						
6	ADMINISTRATIVE ASSISTANT II	ADAS2-540191-2016	8	195,384.00						
7	ADMINISTRATIVE ASSISTANT II	ADAS2-540003-2017	8	195,384.00						

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 April 14, 2018.

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4. Photocopy of Transcript of Records.

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

\_\_\_\_\_  
PEDRO T. ESCOBARTE JR., Ph.D., CESO V  
\_\_\_\_\_  
Schools Division Superintendent  
\_\_\_\_\_  
DepEd Biliran, Larrzabal, Naval, Biliran  
\_\_\_\_\_  
[biliran@deped.gov.ph](mailto:biliran@deped.gov.ph)  
\_\_\_\_\_

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