



Republic of the Philippines
Biliran Province State University (BiPSU)
(formerly Naval State University)
HUMAN RESOURCE MANAGEMENT OFFICE

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

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 NAVAL STATE UNIVERSITY in the CSC website:


REGGIE N. NIERRA, MPM
Administrative Officer V (HRMO III)

Date: February 20, 2019

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	One (1) Administrative Aide IV (Budgeting Aide)	NITB-ADA4-11-2004	4	12,674.00	Completion of two (2) year studies in College	None Required	None Required	Career Service (Subprofessional) First Level 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 March 2, 2019

1. Two (2) copies of 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;
2. Performance rating **in the last rating period** (if applicable);
3. Authenticated copies of certificate of eligibility/rating/license; and
4. Two Copies of Seminars and Trainings attended
5. Authenticated copies of Diploma and Transcript of Records.

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

REGGIE N. NIERRA, MPM
Administrative Officer V (HRMO III)
NSU, HRM Office, P.I Garcia St., Naval, Biliran
hrmo@nsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.