

Republic of the Philippines  
**BILIRAN PROVINCE STATE UNIVERSITY**  
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 BILIRAN PROVINCE STATE UNIVERSITY in the CSC website:

  
JUVY A. PINON, MSA, DM.  
HRMO

Date: January 19, 2022

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	Administrative Aide III (Clerk 1)	NITB-ADA3-15-2004	SG-3	13,572.00	Completion of two year studies in college	Non Required	Non Required	Career Service (Subprofessional) First Level Eligibility	Knowledgeable in basic Accounting	BIPSU-Biliran Campus
2	Farm Worker I	NITB-FAWK1-3-2001	SG-2	12,790.00	Elementary School Graduate	None Required	None Required	(MC 10 S 2013) No Required		BIPSU-Biliran Campus
3										
4										
5										
6										
7										
8										
9										
10										

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 31, 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:

JUVY A. PINON, MSA, DM  
Administrative Officer IV/HRMO  
BIPSU-Biliran Campus, Biliran, Biliran  
[bilcam.hrmo@bipsu.edu.ph](mailto:bilcam.hrmo@bipsu.edu.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.