



Republic of the Philippines  
BILIRAN PROVINCE STATE UNIVERSITY  
ISO 9001 : 2015 CERTIFIED  
PRIME HRM Level II Accredited  
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)

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

  
CONCEPCION M. GAYRAMA, D.M.  
Chief Administrative Officer - Administration  
OIC HRMO  
Date : April 29, 2021

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 IV (Driver II)	NITB-ADA4-5-2004	4	14,400.00	Elementary School Graduate	none required	none required	Driver License (MC 11, s. 96 Cat. III)		
2	Administrative Aide III (Utility Worker II)	NITB-ADA3-11-2004	3	13,572.00	Must be able to read and write	none required	none required	None required (MC 11, s. 96 - Cat. III)		

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 **May 15, 2021**.

1. One (1) copy 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](http://www.csc.gov.ph);
2. Performance rating for the last two rating period (if applicable);
3. Authenticated copy of certificate of eligibility, rating, license (if applicable); and
4. Authenticated copy of Driver License from LTO
5. Authenticated copy of TOR and Diploma
6. Two copies of Seminars and Trainings attended.

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

CONCEPCION M. GAYRAMA, D.M.  
Chief Administrative Officer - Administration ( OIC HRMO )  
Biliran Province State University, P.I. Garcia St., Naval, Biliran  
[hrmo@bipsu.edu.ph](mailto:hrmo@bipsu.edu.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.