




Republic of the Philippines  
Biliran Province State University (BiPSU)  
(formerly Naval State University)  
Naval, Biliran

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 BILIRAN PROVINCE STATE UNIVERSITY in the CSC website:

  
**REGGIE N. NIERRA, MPM**  
Administrative Officer V ( HRMO III )  
Date: May 9, 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) Chief Administrative Officer- Finance	NITB-CADOF-10-2011	24	83,406.00	Master's Degree	40 hours of training in Management and Supervision	4 years in positions involving Management & Supervision	Career Service (Professional) / Second 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 April 20, 2018.

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](http://www.csc.gov.ph);
2. Performance rating in the last rating period (if applicable);
3. Authenticated copy of certificate of eligibility/rating/license; and
4. Authenticated copy of Transcript of Records.
5. Two copies of Seminars and Trainings attended.

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

**REGGIE N. NIERRA, MPM**  
Administrative Officer V (HRMO III)  
Biliran Province State University, P.I. Garcia St., Naval, Biliran  
[hrmo@nsu.edu.ph](mailto:hrmo@nsu.edu.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.