



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:

REGGIE N. NIERRA, D.M.
Administrative Officer V (HRMO III)
Date: July 31, 2019

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary / Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	One (1) Dormitory Manager 1	NITB-DORMG1-1-2000	9	17,975.00	Bachelor's Degree	none required	none required	Career Service (Professional) Second Level Eligibility		
2	One (1) Administrative Assistant I (Computer Operator I)	NITB-ADAS1-12-2004	7	15,738.00	Completion of two years studies in college or High School Graduate with relevant vocational trade course	none required	none required	Career Service (Subprofessional) Data Encoder (MC 11, s. 96 - CAT. 1) First level eligibility		
3	One (1) Administrative Aide VI (Clerk III)	NITB-ADA6-6-2004	6	14,847.00	Completion of two years studies in college	none required	none required	Career Service (Subprofessional) First Level Eligibility		
4	One (1) Construction and Maintenance Man	NITB-CMM-1-1998	2	11,761.00	Elementary School Graduate	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 August 15, 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 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, D.M.
Administrative Officer V (HRMO III)
Biliran Province State University, P.I. Garcia St., Naval, Biliran
hrmo@bipsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.