



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:

REGGIE N. NIERRA, DM
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Administrative Officer V (HRMO III)
Date : August 26, 2021

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	College Librarian III	NITB-CL3-1-1998	18	43,681.00	Bachelor's Degree in Library Science or Information Science or Bachelor of Science in Education / Arts major in Library Science	8 hours of relevant training	2 years of relevant experience	RA 6966		
2	Science Research Assistant	NITB-SRAS-9-2005	9	19,953.00	Completion of two (2) years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/First Level Eligibility		
3	Administrative Aide III (Driver I)	NITB-ADA3-6-2004	3	13,572.00	Elementary School Graduate	none required	none required	Driver License (MC 11 s.96-CAT IV)		

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 _____.

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;
2. Performance rating for the last two rating period (if applicable);
3. Authenticated copy of certificate of eligibility, rating, license (if applicable)
4. For Driver I applicant pls. submit 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:

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.