



Republic of the Philippines  
Biliran Province State University-Biliran Campus  
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-BILIRAN CAMPUS** in the CSC website:

**JUVY ARPON PIÑON, D.M.**  
Administrative Officer IV

Date: August 23, 2019

| No. | Position Title<br>(Parenthetical Title, if applicable) | Plantilla Item No. | Salary/<br>Job/ Pay Grade | Monthly Salary | Qualification Standards |                           |                                |  |                            | Place of Assignment                    |
|-----|--|--------------------|---------------------------|----------------|-------------------------|---------------------------|--------------------------------|--|----------------------------|--|
|     |  |                    |                           |                | Education               | Training                  | Experience                     | Eligibility  | Competency (if applicable) |  |
| 1   | Registrar III  | NITB-R3-1-2001     | SG-18                     | 40,637.00      | Bachelor's Degree       | 8 hours relevant training | 2 years of relevant experience | Career Service (Professional Second Level Eligibility) |                            | BiPSU-Biliran Campus, Biliran, Biliran |
|     |  |                    |                           |                |                         |                           |                                |  |                            |  |
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|     |  |                    |                           |                |                         |                           |                                |  |                            |  |

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. 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 ARPON PIÑON, D.M.**  
Administrative Officer IV  
Biliran, Biliran

[nsu\\_bilirancampus@yahoo.com](mailto:nsu_bilirancampus@yahoo.com) or [nsubilirancampus1@gmail.com](mailto:nsubilirancampus1@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.