



Republic of the Philippines
Biliran Province State University (BIPSU)
(formerly Naval State University)
ISO 9001 : 2015 CERTIFIED
PRIME HRM Level II Accredited

HUMAN RESOURCE MANAGEMENT OFFICE

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:

Approved
REGGIE N. NIERRA, D.M.
Administrative Officer V (HRMO III)
Date: September 16, 2020

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	Chief Administrative Officer-Administration	NITB-CADOF-12-2004	24	85,074.00	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/management training/learning and development intervention	4 years in position/s involving management and supervision	Career Service (Professional)/Second Level Eligibility		Administration Office

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 October 2, 2020.

- 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; and
- 4. Authenticated copy of TOR and 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.