

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 filed, at the **BILIRAN PROVINCE STATE UNIVERSITY-BILIRAN CAMPUS** in the CSC website:


JUVY ARPON PINON, D.M.
Administrative Officer IV
Date: September 23, 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	Administrative Officer II (Cashier I)	NITB-ADOFI-14-2004	SG-10	20,219.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		BIPSU-Biliran Campus, Biliran, Biliran
2	Administrative Officer II (Supply Officer I)	NITB-ADOFI-15-2004	SG-10	20,217.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		BIPSU-Biliran Campus, Biliran, Biliran
3	Administrative Aide IV (Cash Clerk I)	NITB-ADA9-2004	SG-04	13,807.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		BIPSU-Biliran Campus, Biliran, Biliran
4	Administrative Aide III (Clerk I)	NITB-ADA3-15-2004	SG-03	13,019.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		BIPSU-Biliran Campus, Biliran, Biliran
5	Administrative Aide I	NITB-ADA1-13-2004	SG-01	11,551.00	Must be able to read and write	None Required	None Required	None Required		Biliran Province State University-Biliran Campus

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;
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 PINON, D.M.
Administrative Officer IV
Biliran, Biliran
nsu_biliranampus@yahoo.com or nsubiliranampus1@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.