



Republic of the Philippines
Biliran Province State University (BiPSU)
(formerly Naval State University)
Naval, Biliran

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, D.M.
Administrative Officer V (HRMO III)
Date: November 19, 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	Administrative Aide IV (Electrician I)	NITB-ADA4-12-2011	4	13,214.00	Completion of two (2) year studies in College of High School Graduate with relevant vocational / trade course.	None Required	None Required	Relevant MC 11, s. 96 Career Service Sub-Professional / First Level Eligibility		

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 November 29, 2019

- 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;
- Performance rating in the last rating period (if applicable);
- Authenticated copy of certificate of eligibility/rating/license; and
- Authenticated copy of TOR and Transcript of Records.
- 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.