

Republic of the Philippines
BILIRAN PROVINCE STATE UNIVERSITY
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 in the CSC website:

VICTOR C. CANEZO, JR., EdD, CHRP

Date: 11/23/2023
President

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	Accountant II	NITB-A2-3-2023	16	39672	Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080, as amended (CPA)		Accounting Unit-BIPSU-Biliran Campus
2	Administrative Officer IV (Budget Officer II)	NITB-ADOF4-17-2023	15	36619	Bachelor's Degree relevant to the Job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	Preferably BS Accountancy graduate	Budget Unit-BIPSU-Biliran Campus
3	Administrative Assistant I (Buyer I)	NITB-ADAS1-10-2023	7	18620	Completion of two years studies in College	None Required	None Required	Career Service (Sub Professional) First Level Eligibility		Procurement Unit-BIPSU-Biliran Campus
4	Administrative Aide VI (Clerk III)	NITB-ADA6-5-2023	6	17553	Completion of two years studies in College	None Required	None Required	Career Service (Sub Professional) First Level Eligibility		Support to Campus Director-BIPSU-Biliran Campus
5	Administrative Aide VI (Clerk III)	NITB-ADA6-6-2023	6	17553	Completion of two years studies in College	None Required	None Required	Career Service (Sub Professional) First Level Eligibility		Cash Unit-BIPSU-Biliran Campus
6	Administrative Aide VI (Clerk III)	NITB-ADA6-9-2023	6	17553	Completion of two years studies in College	None Required	None Required	Career Service (Sub Professional) First Level Eligibility		General Services Unit-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 12/4/2023

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.
5. This office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person of disability (PWD), ethnicity, political affiliation, to include members of the indigeneous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

VICTOR C. CANEZO, JR., EdD, CHRP
President
BIPSU-Biliran Campus, Biliran, Biliran
bilcam.hrmo@bipsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.