



Republic of the Philippines  
BILIRAN PROVINCE STATE UNIVERSITY  
ISO 9001 : 2015 CERTIFIED  
PRIME HRM Level II Accredited  
HUMAN RESOURCE MANAGEMENT OFFICE

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. MIERRA, D.M.**  
Administrative Officer V (HRMO III)  
Date : March 24, 2021

No	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary / Job/ Pay Grade	Monthly Salary	Qualification Standards					
					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	College Librarian III	NTB-CL3-1-1998	18	43,681.00	Bachelor's Degree in Library Science or Information Science or Bachelor of Science in Education / Arts major in Library Science	8 hours of relevant training	2 years of relevant experience	RA 6966		
2	Nurse I	NTB-NUR1-1-2010	15	33,575.00	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080		
3	Science Research Assistant	NTB-SRAS-9-2005	9	19,953.00	Completion of two (2) years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/First Level Eligibility		
4	Administrative Aide IV (Mechanical Plant Operator)	NTB-AD4-5-2004	4	14,400.00	High School Graduate or completion of relevant vocational / trade course	none required	none required	None required. (-50HP) (MC 11, s. 96 Cat. III)		
5	Administrative Aide III (Clerk I)	NTB-ADA3-1-2004	3	13,572.00	Completion of two (2) years studies in college	none required	none required	Career Service (Subprofessional)/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 \_\_\_\_\_.

- 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](http://www.csc.gov.ph);
- Performance rating for the last two rating period (if applicable);
- Authenticated copy of certificate of eligibility, rating, license (if applicable); 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. MIERRA, D.M.**

Administrative Officer V (HRMO III)

Biliran Province State University, P.I. Garcia St., Naval, Biliran

[hrmo@bipsu.edu.ph](mailto:hrmo@bipsu.edu.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.