



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

JUVY ARPON PIÑON, D.M.
Administrative Officer IV

Date: November 6, 2019

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 I (Cashier I)	NITB-ADOF1-14-2004	SG-10	19,233.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		BIPSU-Biliran Campus, Biliran, Biliran
2	Administrative Officer I (Supply Officer I)	NITB-ADOF1-15-2004	SG-10	19,233.00	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	13,214.00	Completion of two - years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		BIPSU-Biliran Campus, Biliran, Biliran
4	Heavy Equipment Operator I	NITB-HEO1-1-2001	SG-04	13,214.00	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	Heavy Equipment Operator (MC 11, s.96-Cat.I)		BIPSU-Biliran Campus, Biliran, Biliran
5	Administrative Aide III (Clerk I)	NITB-ADA3-15-2004	SG-03	12,466.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		BIPSU-Biliran Campus, Biliran, Biliran

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 PIÑON, D.M.

Administrative Officer IV

Biliran, Biliran

nsu_bilirancampus@yahoo.com or nsubilirancampus1@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.