

**Republic of the Philippines  
Naval 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 **NAVAL STATE UNIVERSITY-BILIRAN CAMPUS** in the CSC website:

**JUVY ARPON PIÑON, D.M.**  
Administrative Officer IV  
Date: 1/9/2019

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)	NTTB-ADOP1-14-2004	SG-10	18,718.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level		NSU-Biliran Campus, Biliran, Biliran	
2	Administrative Officer I (Supply Officer I)	NTTB-ADOP1-15-2004	SG-10	18,718.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level		NSU-Biliran Campus, Biliran, Biliran	
3	Administrative Aide IV (Cash Clerk I)	NTTB-ADA-9-2004	SG-04	12,674.00	Completion of two years studies in college High School	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		NSU-Biliran Campus, Biliran, Biliran	
4	Heavy Equipment Operator I	NTTB-HEO1-1-2001	SG-04	12,674.00	Graduate or completion of relevant vocational/trade course	None Required	None Required	Heavy Equipment Operator (MC 11, s.96-Cat I)		NSU-Biliran Campus, Biliran, Biliran	
5	Administrative Aide III (Clerk I)	NTTB-ADA-3-15-2004	SG-03	11,914.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		NSU-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](http://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.biliran-campus@yahoo.com](mailto:nsu.biliran-campus@yahoo.com) or [nsubiliran-campus1@gmail.com](mailto:nsubiliran-campus1@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.