

Electronic copy to be submitted to  
the CSC FO  
must be in MS Excel format

**Republic of the Philippines  
Provincial Government of Biliran  
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 Provincial Government of Biliran in the CSC website:

*ngundira*  
MAITAS. CORDOVA  
**Admin Officer IV**

Date: January 5, 2021

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	Prison Guard I	69	5	11,906.00	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility		Jail Office

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 January 20, 2021.

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:

**ROGELIO J. ESPINA, MD, FPOA**

Provincial Governor

Calumpang, Naval, Biliran

[hrmobiliranprovince@gmail.com](mailto:hrmobiliranprovince@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.