

Republic of the Philippines
PGO BILIRAN
Request for Publication of Vacant Positions

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the PGO BILIRAN in the CSC website:

Maita S. Cordova
MAITA S. CORDOVA
HRMO

Date:

January 11, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Labor & Employment Asst	10	8	15,513.00	Completion of two years studies in college	4 hours of relevant training on employment facilitation	1 year of experience in employment facilitation	Career Service Subprofessional (First Level Eligibility)	None	Office of the Governor
2	Admin Officer V (Mgt. & Audit Analyst III)	131	18	37,129.00	Bachelor's degree relevant to the job	8 hours of relevant training on	2 years of relevant experience	Career Service Professional (Second Level Eligibility)	None	Provincial Accountant's 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 26, 2022.

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:

ROGELIO J. ESPINA, MD, FPOA
Provincial Governor
Calumpang, Naval, Biliran
hromobiliranprovince@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.