

Republic of the Philippines  
**PGO 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 PGO BILIRAN in the CSC website:

  
**MAITA S. CORDOVA**

HRMO

Date: January 24, 2024

| No. | Position Title<br>(Parenthetical Title,<br>if applicable)                      | Plantilla<br>Item No. | Salary/<br>Job/<br>Pay<br>Grade | Monthly<br>Salary | Qualification Standards  |               |   |   | Competency<br>(if applicable) | Place of<br>Assignment     |
|-----|--|-----------------------|---------------------------------|-------------------|--|---------------|---|---|-------------------------------|----------------------------|
|     |  |                       |                                 |                   | Education  | Training      | Experience  | Eligibility                                     |                               |                            |
| 1   | Provincial<br>Government<br>Department Head I<br>(General Services<br>Officer) | GSO-PGDH-<br>PGSO     | 26                              | 98,634.00         | Bachelor's degree in Public<br>Administration, Business<br>Administration and Management | None required | 5 years<br>experience in<br>general services,<br>including<br>management of<br>supply, solid<br>waste disposal<br>and general<br>sanitation | First Grade Level Eligibility<br>(Professional) | None                          | General Services<br>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 February 8, 2024.

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.
5. The Provincial Government of Biliran encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and with diverse sexual orientation, gender identity or expression (SOGIE)

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**GERARD ROGER M. ESPINA**  
Provincial Governor  
Calumpang, Naval, Biliran  
[hrmbiliranprovince@gmail.com](mailto:hrmbiliranprovince@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**