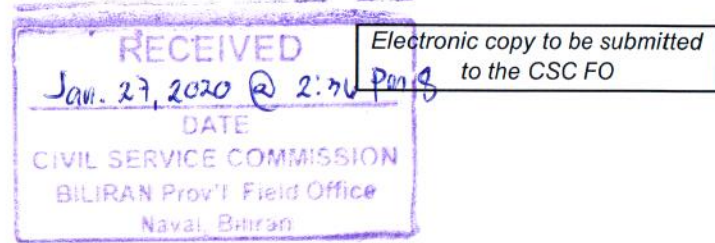


Republic of the Philippines
Provincial Government of Biliran
Request for Publication of Vacant Positions



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:

masundra
MAITA S. CORDOVA
Admin Officer IV

Date: January 27, 2020

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	Admin. Asst. V (DEMO III)	163	11	17,641.00	Completion of two years studies in college or High School graduate with vocational/trade course	8 hrs of relevant training	2 years of relevant experience	Career Service (Sub-Prof) Data Encoder (MC II, s.96-CAT I 1st level Eligibility		General Services 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 11, 2020.

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
hrmobiliranprovince@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.