

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:

*Manda*  
**MAITA S. CORDOVA**

HRMO

Date: January 31, 2023

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 Aide IV (Bookbinder II)	SP-ADAIV BBII-3	4	13,248.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013)	None	Sangguniang Panlalawigan Office
2	Administrative Aide IV (Bookbinder II)	SP-ADAIV BBII-4	4	13,248.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013)	None	Sangguniang Panlalawigan Office
3	Administrative Assistant III (Computer Operator II)	SP-ADASIII CMPTRPRT RII	9	18,029.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC II s. 1996 as amended by CSC MC 10, s. 2013; Career Service Sub- Professional/First Level Eligibility	None	Sangguniang Panlalawigan 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 15, 2023.

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

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

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