

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:

*msundura*  
MAITA S. CORDOVA  
Admin Officer IV

Date: February 26, 2019

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. Aide III (Driver I)	88	3	10,127.00	Elementary School Graduate	None Required	None Required	Relevant MC 10 s.2013 Category IV (Prof. Driver's License)		LGU- PROVINCE OF BILIRAN

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 March 8, 2019.

- 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:

*msundura*  
MAITA S. CORDOVA  
Admin Officer IV  
Calumpang, Naval, Biliran  
[hrmobiliranprovince@gmail.com](mailto:hrmobiliranprovince@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.