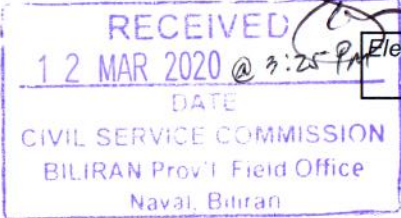


Republic of the Philippines  
Provincial Government of Biliran  
Request for Publication of Vacant Positions



Electronic copy to be submitted to  
the CSC FO

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: March 12, 2020

| No. | Position Title<br>(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 II   | 435                | 2                      | 9,997.00       | Elementary School Graduate         | None required | None required | None required            |                            | Prov'l. Engineering |
|     | (Bookbinder)   |                    |                        |                |                                    |               |               | (MC II, s. 96, Cat. III) |                            | Office              |
| 2   | Sanitation Inspector I                                 | 235                | 6                      | 14,847.00      | Completion of two years studies in | None required | None required | Career Service           |                            | Prov'l. Health      |
|     |  |                    |                        |                | college                            |               |               | (Sub-professional)       |                            | Office              |
|     |  |                    |                        |                |                                    |               |               | First Level Eligibility  |                            |                     |
|     |  |                    |                        |                |                                    |               |               |                          |                            |                     |
|     |  |                    |                        |                |                                    |               |               |                          |                            |                     |
|     |  |                    |                        |                |                                    |               |               |                          |                            |                     |
|     |  |                    |                        |                |                                    |               |               |                          |                            |                     |

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 27, 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](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:

**ROGELIO J. ESPINA, MD, FPOA**  
Provincial Governor  
Calumpang, Naval, Biliran  
[hrmobiliranprovince@gmail.com](mailto:hrmobiliranprovince@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.