

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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: May 12, 2021

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 I (Laborer I)	189	1	10229	Must be able to read and write	None required	None required	None required (MC II, s. 96- Cat. III)	None	General Services Office
2	Administrative Assistant IV (Bookbinder IV)	44	10	18024	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None required (MC II, s. 96- Cat. III)	None	Office of the Governor
3	Administrative Aide III (Driver I)	96	3	11536	Elementary School Graduate	None required	None required	Driver's License (MC II, s. 96- Cat. II)	None	Office of the Governor (Motorpool)
4	Prison Guard III	67	10	18024	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (SubProfessional) First Level Eligibility	None	Office of the Provincial Jail
5	Administrative Aide I (Utility Worker I)	1	82	10229	Must be able to read and write	None required	None required	None required (MC II, s. 96- Cat. III)	None	Office of the Provincial Jail
6	Community Affairs Officer II	9	15	28539	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	None	Office of the Governor
7	Labor and Employment Assistant	10	8	15513	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (SubProfessional) First Level Eligibility	None	Office of the Governor
8										
9										
10										

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 May 27, 2021.

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.