

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:

Maitha S. Cordova
MAITHA S. CORDOVA

Admin Officer IV

Date: June 26, 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	
1	Admin. Asst. II (Disbursing Officer II)	268	8	16,758.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional)	Biliran Provincial Hospital
2	Admin. Aide I (Utility Worker I)	455	1	9,408.00	Must be able to read and write	None required	None required	None required (MC II, s. 96- Cat. III)	Provincial Engineering 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 July 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

hmmobiliranprovince@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.