

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filed, at the PGO BILIRAN in the CSC website:

Date: August 3, 2021

*Maita S. Cordova*  
MAITA S. CORDOVA  
HRMO

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Education	Qualification Standards				Competency (if applicable)	Place of Assignment
						Training	Experience	Eligibility			
1	Administrative Aide I (Laborer I)	63	1	10229	Must be able to read and write	None required	None required	None required (MC II, s. 96 Cat. III)	None	Provincial Disaster Risk Reduction Management Office	
2	Administrative Officer II (Administrative Officer I)	208	11	20295	Bachelor's degree	None required	None required	Career Service Professional (Second Level Eligibility)	None	Office of the Provincial Treasurer	
3	Administrative Aide IV (Bookbinder II)	215	4	12240	Elementary School Graduate	None required	None required	None required (MC II, s. 96 Cat. III)	None	Office of the Provincial Treasurer	
4	Animal Keeper I	556	4	12240	Must be able to read and write	None required	None required	None required (MC II, s. 96 Cat. III)	None	Office of the Provincial Veterinarian	
5	Administrative Aide I (Laborer I)	560	1	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 Veterinarian	
6	Medical Technologist III	308	18	43661	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	8 hours of relevant training	2 years of relevant experience	RA 1080 (Medical Technologist)	None	Biliran Provincial Hospital	
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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 August 18, 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](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:

**ROGELLO J. ESPINA, MD, FPOA**  
Provincial Governor  
Calumpang, Naval, Biliran  
[hrmo@pco.biliran.gov.ph](mailto:hrmo@pco.biliran.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.