

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:


MAIRA S. CORDOVA
HRMO
Date: September 12, 2023

No. (Parenthetical Title, if applicable)	Position Title	Plantilla Item No.	Salary/ Job Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Local Disaster Risk Reduction and Management Assistant	PDRRMO-LDRRMA-1	8	16,782.00	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience on DRRM	Career Service Sub-Professional/ First Level Eligibility	None	Provincial Environment Protection and Disaster Management Office
2	Local Disaster Risk Reduction and Management Assistant	PDRRMO-LDRRMA-2	8	16,782.00	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience on DRRM	Career Service Sub-Professional/ First Level Eligibility	None	Provincial Environment Protection and Disaster Management Office
3	Local Disaster Risk Reduction Officer III	PDRRMO-LDRROIII	18	39,716.00	Bachelor's Degree	8 hours of relevant training on DRRM	2 years of relevant experience on DRRM	Career Service Professional/ Second Level Eligibility	None	Provincial Environment Protection and Disaster Management 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 September 27, 2023.

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.
5. The Provincial Government of Biliran encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and with diverse sexual orientation, gender identity or expression (SOGIE)
- QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

GERARD ROGER M. ESPINA
Provincial Governor
Calumpang, Naval, Biliran
hrmobiliranprovince@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.