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the CSC FO
must be in MS Excel format

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:


MAIKUN DAZA
Admin Officer IV
 Date: October 6, 2020

No. (Parentetical Title, if applicable)	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Competency (if applicable)	Place of Assignment
					Education	Training	Experience		
1	Administrative Aide II (Driver I)	82	3	10,596.00	Elementary School Graduate	None required	None required	Relevant MC No. 10 s. 2013 Category IV (Prof. Driver's License)	Motorpool
2	Administrative Aide V (Plumber II)	450	5	11,906.00	Elementary School Graduate	None required	None required	Plumber (MC No. 10 s. 2013 Cat. II)	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 October 21, 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
hromobiliranprovince@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.