

Electronic copy to be submitted to  
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:

*Maria Liza*  
**MAITA B. CORDOVA**  
**Admin Officer IV**

Date: October 12, 2020

No.	Position Title (Parentetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Administrative Aide III (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

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 27, 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](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:

**ROGELIO J. ESPINA, MD, FPOA**  
Provincial Governor  
Calumpang, Naval, Biliran  
[hromobiliranprovince@gmail.com](mailto:hromobiliranprovince@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.