

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:

*Mason Duta*  
MATS. CORDOVA  
Admin Officer IV  
Date: October 30, 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Eligibility	Competency (if applicable)	Pla Assig
					Education	Training	Experience	Experience			
1	Provincial Dev't. Officer III	154	18	34,541.00	Bachelor's degree relevant to the job	8 hrs of relevant Training	2 years of relevant Experience	Career Service		Provincia & Develo	
2	Administrative Asst. IV (Bookbinder IV)	43	10	16,348.00	Elementary School Graduate	8 hrs of relevant training	2 years of relevant Experience	None required (MC II, S. 96-Cat. III)		Office of Governor	
3	Engineering Assistant	447	8	14,244.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service		Prov'l. Er 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 November 14, 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  
[hmmobiliranprovince@gmail.com](mailto:hmmobiliranprovince@gmail.com)