

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
MAITAS. CORDOVA
Admin Officer IV

Date: January 14, 2019

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Medical Officer III	291	21	52,554.00	Doctor of Medicine	None required	None required	RA 1080		LGU- PROVINCE OF BILIRAN
2	Admin Aide III (Clerk I)	311	3	11,914.00	Completion of two years studies in college	None required	None required	Career Service Subprof/ First Level Eligibility		LGU- PROVINCE OF BILIRAN
3	Admin Asst V (DEMO III)	163	11	17,152.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Career Service Subprof/ First Level Eligibility		LGU- PROVINCE OF BILIRAN

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 January 24, 2019.

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:

Mason Duta
MAITAS. CORDOVA
Admin Officer IV
Calumpang, Naval, Biliran
hromobiliranprovince@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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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:

Mary Ann
MAITA S. CORDOVA
Admin Officer IV
Date: January 14, 2019

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					Education	Training	Experience	Eligibility	
4	Admin Officer I (Supply Officer I)	170	10	15,910.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional/ Second Level Eligibility	LGU - PROVINCE OF BILIRAN
5	Admin Asst I (Bookbinder III)	179	7	12,966.00	Elementary School Graduate	None required	None required	MC 10 s.2013 Category III	LGU - PROVINCE OF BILIRAN
6	Admin Aide III (Utility Worker II)	176 & 183	3	10,127.00	Elementary School Graduate	None required	None required	MC 10 s.2013 Category III	LGU - PROVINCE OF BILIRAN

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MAITA S. CORDOVA
Admin Officer IV
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Mary Ann
MAITA S. CORDOVA
Admin Officer IV

Date: January 14, 2019

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
7	Admin Aide III (Driver I)	88	3	10,127.00	Must be able to read and write	None required	None required	Relevant MC 10 s.2013 Category IV (Prof. Driver's License)	LGU- PROVINCE OF BILIRAN

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