

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:

  
MAITHA S. CORDOVA  
Admin Officer IV

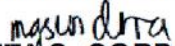
Date: February 8, 2019

| No. | Position Title<br>(Parenthetical<br>Title, if<br>applicable) | Plantilla<br>Item No. | Salary/<br>Job/<br>Pay<br>Grade | Monthly<br>Salary | Qualification Standards         |                     |                     |                     |                               | Place of<br>Assignment |
|-----|--|-----------------------|---------------------------------|-------------------|---------------------------------|---------------------|---------------------|---------------------|-------------------------------|------------------------|
|     |  |                       |                                 |                   | Education                       | Training            | Experience          | Eligibility         | Competency<br>(if applicable) |                        |
| 1   | Admin Asst IV  | 164 & 218             | 10                              | 15,910.00         | Must be able to read and write/ | 8 hours of relevant | 2 years of relevant | CSC MC # 10, series |                               | LGU- PROVINCE          |
|     | (Bookbinder IV)  |                       |                                 |                   | Elementary School Graduate      | training            | experience          | 2013 (Category III) |                               | 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 February 18, 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](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:

  
MAITHA S. CORDOVA  
Admin Officer IV  
Calumpang, Naval, Biliran  
[hrmobiliranprovince@gmail.com](mailto:hrmobiliranprovince@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.