

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 Province of Biliran in the CSC website:

Electronic copy to be submitted to the CSC FO
must be in MS Excel format

BY _____
RECEIVED BY _____
DATE: Sept. 13, 2018 @ 3:25 PM
Signature, Date and Printed Name
MAITA S. CORDOVA
HRMO

Date: September 13, 2018

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	Prov'l. Gov't. Dept. Head Prov'l. Social Welfare &	396	26	P78,292.00	A college degree preferable in sociology or any other related course	None	5 years experience in the practice of social work & a resident of Naval, Biliran	A first grade Civil Service eligible or its equivalent	LGU-Prov of Biliran
2	Security Guard I	497	3	P10,127.00	High School Graduate	None	None	Security Guard License	LGU-Prov 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 September 23, 2018.

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:

MAITA S. CORDOVA
Admin. Officer IV
Calumpang, Naval, Biliran
hrrmobiliranprovince@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.