

Republic of the Philippines  
(Name of Agency)  
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

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DATE

CIVIL SERVICE COMMISSION  
BILIRAN Provincial Field Office  
Naval, Biliran

*Mary Ann Duta*  
MAITA S. CORDOVA

Admin Officer IV

Date: October 30, 2018

No.	Position Title (Parenthetical Title, if any)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Community Affairs Assistant I	93	5	P11,459	Completion of two years studies in college	None required	None required	Career Service Sub-Professional	Biliran
2	Administrative Assistant V (DEMO III)	139	11	P17,152	Completion of two year studies in college or High School Graduate with relevant vocational/ trade course	8 hours of relevant training	2 years relevant experience	Career Service Sub-Professional	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 November 11, 2018. Must be a resident of Biliran Province.

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:

*Mary Ann Duta*  
MAITA S. CORDOVA  
ADMIN OFFICER IV  
CALUMPANG, NAVAL, BILIRAN  
[hmrabiliranprovince@gmail.com](mailto:hmrabiliranprovince@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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(Name of Agency)  
Request for Publication of Vacant Positions

TO: CIVIL SERVICE COMMISSION (CSC)

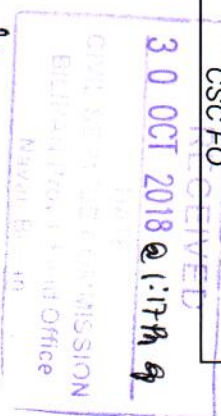
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*Maysun Arta*  
MAITAS S. CORDOVA  
Admin Officer IV

Date:

No.	Position Title (Parenthetical Title, if any)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	N	Experience	Eligibility		
3	Administrative Aide VI (DEMO I)	238	6	P14,340	Completion of two-year studies in college or High School Graduate or relevant vocational/ trade course.	4 hours relevant training	1 year of relevant experience	Career Service Sub-Professional		LGU - Province of Biliran

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