

Republic of the Philippines
Provincial Government of Biliran
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

GERARDO J. ESPINA, JR.

Governor

Date: June 5, 2018

This is to request the publication of the following vacant positions of Provincial Government of Biliran in the CSC website:

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Adm. Aide I (Utility Worker I)	432 & 433	1	107,208.00	Must be able to read and write.	None required	None required	None required		LGU - PROVINCE OF BILIRAN
2	Watchman I	24	2	114,240.00	Elementary Graduate	None required	None required	None required		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 June 18, 2018. Applicants with disabilities shall indicate in their application letters the kinds of special assistance they need.

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 present position for one (1) year (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:

GERARDO J. ESPINA, JR

Governor

Calumpang, Naval, Biliran

hromobiliranprovince@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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3	Tourism Operations Assistant	92	'7	155,592.00	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional)		LGU - PROVINCE OF BILIRAN
								(First Level Eligibility)		
4	Admin Aide II (Bookbinder I)	142	2	114,240.00	Must be able to read & write, Elementary School Graduate	None required	None required	None required		LGU - PROVINCE OF BILIRAN
NOTE: MUST BE A RESIDENT OF NAVAL, BILIRAN										

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

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5	Admin Aide IV (Storekeeper I)	428	4	129,276.00	Completion of two- year studies in college/high school graduate w/ relevant vocational trade course	None required	None required	None required (MC 11, s 1996- Cat III)		LGU - PROVINCE OF BILIRAN
5	Carpenter I	430	3	121,524.00	Elementary School Graduate	None required	None required	Carpenter (MC10, s.2013-CAT II		LGU - PROVINCE OF BILIRAN
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